

PERMA-BOUND®

THE STRONGEST BOOKS YOU CAN BUY

New School Collection

Request Form

Perma-Bound is pleased to create a customized book list specific to your school needs. Please provide us with details about your school, students, and areas of special concern or interest. A certified librarian will compile your list for you.



Fax the completed form to:

800 551-1169, Attn: Collection Development

Or, mail to:

**Perma-Bound Books
Attn: Collection Development
617 E. Vandalia Road
Jacksonville, Illinois 62650**

Or, simply return the form to your
Perma-Bound representative.

Book List.
Details. Concerns.
Interests.

Collection Content

Date Needed: _____

Date Requested: _____

New School Name: _____

New School's Location: City _____ State _____

Contact: _____ Title: _____

If not mailing to sales representative, please provide the UPS address for the school.

"Mail To" Address: _____

City _____ State _____ ZIP _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Email: _____

In order to ensure an opening day collection best suited to your new school library's needs, please provide as much detailed information as possible.

School Information:

School Budget Figure: _____ (before/after discount – please circle one.)

If amount is not known, please provide a general range. Contact a Perma-Bound local representative regarding discounts, shipping, and processing information.

Grade Range: _____ **School Size** (no. of students): _____

Student Diversity: African American _____% Asian American _____%

Native American _____% Hispanic _____%

Non-English Speaking – note languages(s) spoken _____%

Although the books in your collection will be selected on the basis of generally recognized merit and authoritative recommendation, some titles may not be appropriate to the standards of your local community. Individual librarians and teachers should exercise professional discretion. Please allow 3 weeks for delivery.

Collection Criteria:

Formats: Books Compact Discs Audiocassettes
 DVDs Videos

Extra Materials: Encyclopedias (*General reference material is standard*)
 High Interest/Easy Reading Board Books Professional Titles
 BIG Books – *Perma-Bound or Paper*

Languages(s): English Spanish Bilingual

Copyright Restrictions: _____ (*Please note that this may affect classic titles.*)

Our standard library collection composition is based on a 45% Easy/fiction & 55% Nonfiction balance. Please note that certain collection inclusion requirements may cause deviation from this norm. Our librarians will work with selection criteria to accommodate the suggested balance as closely as possible.

Identify: Accelerated Reader School
 Reading Counts School
State Awards _____

Textbook Basals _____

Recommended Reading Lists (*Regional/Local/State*) _____

Indicate areas of high interest outside general curriculum:

(For example, magnet school, fine arts, reluctant readers, character ed.)

Specify topics of local and regional interest: (Please be specific)

Historical Figures _____

Historical Events _____

Special Populations _____

Indigenous Animals _____

Geographical Features _____

Indicate Favorites:

Publishers _____

Series _____

Authors _____

Subjects to avoid:

Presentation Information:

Print format*

Upload to web account

Electronic format* – on CD ROM

_____ user id

Electronic format* – emailed

*Print format includes a fully annotated title listing, as well as graphic representation of collection.
Electronic format is a tab delimited file to be opened in a spreadsheet. Graphs not provided electronically, unless requested.

Graphical representation: A Dewey/Fiction graphical representation will automatically be included.

The following graphical comparisons are available upon request:

Reading Program Book Distribution (indicate Accelerated Reader or Reading Counts!)

Reading Level, Interest Level, Copyright, Language, Audio-Visual Materials.

Please indicate which graphs to include:

Please indicate any areas of special interest within the collection to be identified in a separate list:

(For example, all Accelerated Reader books or all books related to certain topic in the collection listed separately.)

General Comments or Notes:

Our Promise To You

A company's guarantee is a critical component in your book buying practice. That's why an unconditional guarantee is included with the purchase of each Perma-Bound book.

If you are ever dissatisfied with a book in our Perma-Bound binding, we will replace it—
Guaranteed!



Delivery.
Unpacking.



New School Collection!

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