

Collection Content

Date Needed: _____

Date Requested: _____

<p>New School Name: _____</p> <p>New School's Location: City _____ State _____</p> <p>Contact: _____ Title: _____</p> <p><i>If not mailing to sales representative, please provide the UPS address for the school.</i></p> <p>"Mail To" Address: _____</p> <p>City _____ State _____ ZIP _____</p> <p>Phone: (_____) _____ - _____ Fax: (_____) _____ - _____</p> <p>Email: _____</p>

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 _____%
- Other _____% (note languages 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 Audiobooks Interactive ebooks
- DVDs ebooks Databases Compact Discs

- Extra Materials:**
- Reluctant Reader Professional Titles
- High / Low Board Books

- Languages(s):** English Spanish Bilingual Other

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.

- Leveling Systems:**
- Accelerated Reader Guided Reading
- Reading Counts Lexile
- State Awards _____

Textbook Basals _____

Recommended Reading Lists (Regional/Local/State) _____

Indicate areas of high interest outside general curriculum:

(For example, magnet school, fine arts, STEAM, STEM, 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* - emailed

_____ user id

**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:
