

Requesting Project Loans: Hints & Tips for completing your form

- Please use one form for each project loan request.
- Please include age range; term required; number of copies.
- If you are requesting the same loan for more than one teacher please use individual forms.
- Please consult our resource lists when requesting items such as class readers & story sacks.

- Be as specific as possible with topics: many have ambiguous names so please list all required subjects that are covered by the topic. For example: 'Alchemy Island': map reading; geography; Mountain regions; Potions & Wizardry; literature such as Robinson Crusoe & Gulliver's Travels.
- Some topics (such as IPC) cover many subject area's (history; art; science etc) if you are only focusing on certain subjects within the topic, please let us know so that we don't send irrelevant books.
- If you are requesting topics that can cover many areas of study, such as 'Animals including humans': please clearly state the areas you intent to study; for example: digestion; teeth; food chains & webs.
- You can list specific titles; if you list a title that we do not stock we will try to send a suitable alternative. If however we do not have anything suitable we will let you know by email.

- Please send your completed request forms on time via email or with our driver upon project collection at school.
- Please provide an email address that you regularly check and have access to during school holidays. We will contact you via email if there are any queries with your request.
- We will try to accommodate loan requests received during tem time; however there may be limited stock available and delivery could take longer.