

APPLICATION FOR COMMUNITY OUTREACH SERVICES

Name of applying agency: _____

Address of agency: _____

Telephone: _____

What types of patrons does your agency serve? _____

How many patrons are served by your agency? _____

Who is the supervising authority or responsible party (agency and individual)? _____

Who will be the site contact person and alternate? _____

What are the contact person's hours of availability? _____

What hours will the collection be available to the patrons? _____

Describe the measures you will take to secure the collection. _____

Describe the means that will be used to check items in and out _____

How will funding be provided in the event that the agency needs to replace or repair an item? _____

The library will not always be able to meet the needs and interests of all of your patrons, but will make every effort to do so. What types of books and audios do you feel would meet your patrons needs? Please include reading levels, types of print, and subject areas of interest.