

Memorandum

TO: *Let's Talk About It* Local Library Coordinator
FROM: State Library of North Carolina
RE: Books loaned for *Let's Talk About It* series

The books for your series are loaned to you at no charge by the NC Center for the Book, a project of the NC Humanities Council and State Library of NC. Please complete this form, save it and email the file to SLAdmin@cdcr.gov or Sarah Witty Sarah.witty@ncdcr.gov (tel. 919-814-6782)

Remember that participants should check out the first book **several weeks before the first program so that they have adequate time to read it. – please consider this when indicating the **desired arrival date** below.*

Series Title: _____

Program Dates: *Starts:* _____ *Ends:* _____

***Desired Arrival Date:** _____ **Number of Copies:** _____

Please list the **TITLES WE SHOULD NOT SEND:**

Library System: _____

Local Coordinator: _____

Telephone: _____ **Email Address:** _____

Shipping Address (please include contact name if *different* than the local coordinator):

Library: _____

Street or P.O. Box: _____

City, Zip code: _____