



Memorandum

TO: *Let's Talk About It* Local Library Coordinator
FROM: North Carolina Center for the Book, 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 State Library of NC. Please complete this form, save it, and email the file to SLAdmin@ncdcr.gov.

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: *First* _____ *Last* _____

Date you wish books to arrive: _____ **Number of copies:** _____

If you don't intend to use *all* the titles in the series, please list 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: _____

