

## Borrow Multiple Copies of the Same Book – Email or Call NFLS

**Before requesting multiple copies, be sure to check the book club list! If your title is not on the list, follow the instructions below.**

**Please allow at least 3-4 weeks between the time you request multiple copies and the time you need to distribute them to your patron/s.** When possible, please don't plan on any request to be filled and arrive at your library within a period of less than 14 business days from when the request is submitted.

When contacting NFLS, please be sure to include the following information about your request:

- a.) The title, author and format of the books.
- b.) The number of copies needed.
- c.) Whether you've checked the WI statewide book kit list and/or if you've found the number of copies you need with available shelf statuses in Wiscat.
- d.) The due date you need.
- e.) The date you need the items *by*. This should be a date *before* the one you've given the book club members for the date they can pick up the items.

NFLS will put in the request for you and contact you with any problems. If you have any questions or changes, feel free to contact NFLS.