

Distribution of Non-Library Public Relations Materials REQUEST FORM

Date of Request: _____

Requested Date of Distribution: _____

Requesting Agency: _____

Address: _____

Web site: _____

Contact Person: _____

Title: _____

E-mail: _____

Telephone: _____

Fax: _____

501(c)3 Number: _____

Purpose/Goal: _____

Type of Material:

- Flyer (10 per location)
- Poster (1 per location, not to exceed 11" x 17")
- Brochure (25 per location, bundled)
- Newsletter/paper (25 per location, bundled)

Delivery Sites:

- Main Library – Downtown Akron
- All ASCPL Branch Locations (18) **or** specific Branch Location(s)
 - Ellet
 - Fairlawn-Bath
 - Firestone Park
 - Goodyear
 - Green
 - Highland Square
 - Kenmore
 - Maple Valley
 - Mogadore
 - Nardon Hills
 - North Hill
 - Northwest Akron
 - Norton
 - Odom Boulevard
 - Portage Lakes
 - Richfield
 - Springfield-Lakemore
 - Tallmadge



**Akron-Summit County
Public Library**

www.akronlibrary.org

FOR LIBRARY USE ONLY

Manager's Signature Denotes Request Received: _____ Date: _____

Distributor's Signature Denotes Request Completed: _____ Date: _____

Status: **Approved** **Unable to Process**

Approved/Customer's Scheduled Drop Off: Date: _____ Time: _____ a.m. to _____ p.m.

5/31/2007