NSW Public Libraries
Multicultural Services Order Templates for Staff and/or Patrons

Compiled 18 June 2024
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Weblinks

Library Service	Links to Websites
City of Sydney	City of Sydney Bulk Loan online form At City of Sydney, we are currently on a paper form but looking to move to online in the new financial year. This online form will be for staff use initially through a tab in Teams then hoping to move to a link on our website in the future.
Hawkesbury Library	Hawksbury Library online form for patrons
Liverpool City Library	Liverpool Library online form for patrons
Randwick City Libraries	Randwick Library online form for patrons
Stanton Library	Stanton Library community language resources page
Stanton Library	Stanton Library online form for patrons
Waverley Library	Waverley Library Request a title page
Waverley Library	Waverley Library online form for patrons
Wollongong City Libraries	Wollongong Library online form for patrons

State Library of NSW Bulk Loan request form for reference:
https://pls.sl.nsw.gov.au/multicultural-bulk-loan-request

Paper Forms

See following pages for samples shared by the libraries below.

Library Service	Notes from Library
Canterbury-Bankstown Libraries	We don't have a form for the public to use directly. Our system is the patron requests the item with the staff member on one of our service points. We then have a form we have created in "Snapforms" living in our Internal Staff Intranet and we fill in the details and submit it on their behalf. These forms them come to My team in bulkloans@cbcity.nsw.gov.au and I then submit them through to your team.
City of Parramatta Library	Jotform template.
City of Sydney	At City of Sydney, we are currently on a paper form but looking to move to online in the new financial year.
Clarence Valley Library	Online form for patron when they sign in with their card number. Another online form for staff to request on behalf of borrower.
Goulburn Library	Paper form.
Mittagong Library	Template for our library by follows the criteria on the State Library multicultural bulk loan request page.
Port Macquarie Hastings Libraries	Paper form for patrons.
Snowy Monaro Regional Library	Paper form created on Publisher. Requests mostly done in person.
Sutherland Shire Libraries	Sutherland Shire Libraries have a paper form available when we're busy and don't have time to fill out the online form straight away or if someone is new or not sure what to do.

BULK LOAN REQUESTS

Member Name *

eg John Smith

Library Card Number *

Member Contact Details *

Phone or email

Branch *

⌄

Language *

Type/Level of Material *

Adult Fiction　　　Adult Non-Fiction　　　Junior Fiction　　　Picture Books

Additional Details (if any)

eg: romance

Number of items *

10　　◯ 20　　30

Length of Loan *

◯ 3 months　　6 months

Other Notes

Staff Member Processing Request *

EG: Renea M.

Staff Member Email Confirmation

CITY OF PARRAMATTA LIBRARY

Request for Community Language Bulk Loan

Date *

DD/MM/YYYY 📅

Branch *

Please Select ⌄

Language: *

Please Select ⌄

One language selection per request.

Adult and/or Junior: *

○ Adult

○ Junior

○ Adult and Junior

Fiction and/or Nonfiction *

○ Fiction

○ Nonfiction

○ Fiction and Nonfiction

Type of Junior material:

○ Picture books

○ Chapter Books

○ Picture and Chapter Books

Fiction Genres:

☐ Adventure

☐ Detective/Mystery

☐ Historical Fiction

☐ Love Stories

☐ Popular Literature

☐ Science Fiction/Fantasy

☐ Bit of everything/Anything

Additional Details: e.g. Other genres, reading level, age of reader, Large Print or Talking Books (Not available in all languages)

Type here...

Submit

CITY OF SYDNEY LIBRARY NETWORK

COMMUNITY LANGUAGE BULK LOAN REQUEST

Staff Section:

REQUEST NUMBER: STAFF NAME:

CITY OF SYDNEY

CUSTOMER NAME:_____ DATE:_____

MEMBERSHIP NUMBER: _____

TELEPHONE NO:_____COLLECT FROM: _____

LANGUAGE:

☐ Arabic	☐ Gujarati	☐ Serbian	Languages held by City
☐ Bengali	☐ Hebrew	☐ Sinhalese	of Sydney Library are
☐ Bulgarian	☐ Hindi	☐ Slovak	not available for request
☐ Burmese	☐ Hungarian	☐ Spanish	• Chinese
☐ Croatian	☐ Italian	☐ Swedish	• Chinese Simplified
☐ Czech	☐ Macedonian	☐ Tagalog	• Indonesian
☐ Danish	☐ Maltese	☐ Tamil	• Japanese
☐ Dutch	☐ Nepalese	☐ Telugu	• Korean
☐ Finnish	☐ Persian (Farsi/Darsi)	☐ Tibetan	• Russian
☐ French	☐ Polish	☐ Turkish	• Thai
☐ German	☐ Portuguese	☐ Ukrainian	• Vietnamese
☐ Greek	☐ Punjabi	☐ Urdu	

MATERIAL REQUESTED:

☐ Adult Fiction	☐ Junior Fiction	**For Junior items, please specify Age Range and/or Reading Level:**
☐ Adult Non-Fiction	☐ Junior Non-Fiction	
☐ Adult Mixed Box	☐ Junior Mixed Box	_____

GENRE / SUBJECT AREA:

Please select up to three choices. For non-fiction requests, please specify subject area below. The selection is subject to availability. Genre/Subject Area not specified will result in a mixed box.

☐ Childrens Picture Books   ☐ Love Stories

☐ Children's Chapter Books   ☐ Popular Literature

☐ Detective / Mystery   ☐ Adventure

☐ Historical Fiction   ☐ Science Fiction

☐ Literature / classical fiction

☐ Non-Fiction. Please specify subject area of interest (eg. cooking, health, biography):

_____

Clarence Valley Library

On our website (link in Multicultural Services section). The "Ask a librarian" form does not levy our ILL charge. I then change the request to ILL when processing it (the charge does not apply then).

CLARENCE VALLEY LIBRARY

The **online form our staff use** to request a bulk loan on behalf of a borrower. We use "Research" so that the ILL fee does not apply. I then change the request to an ILL (as above).
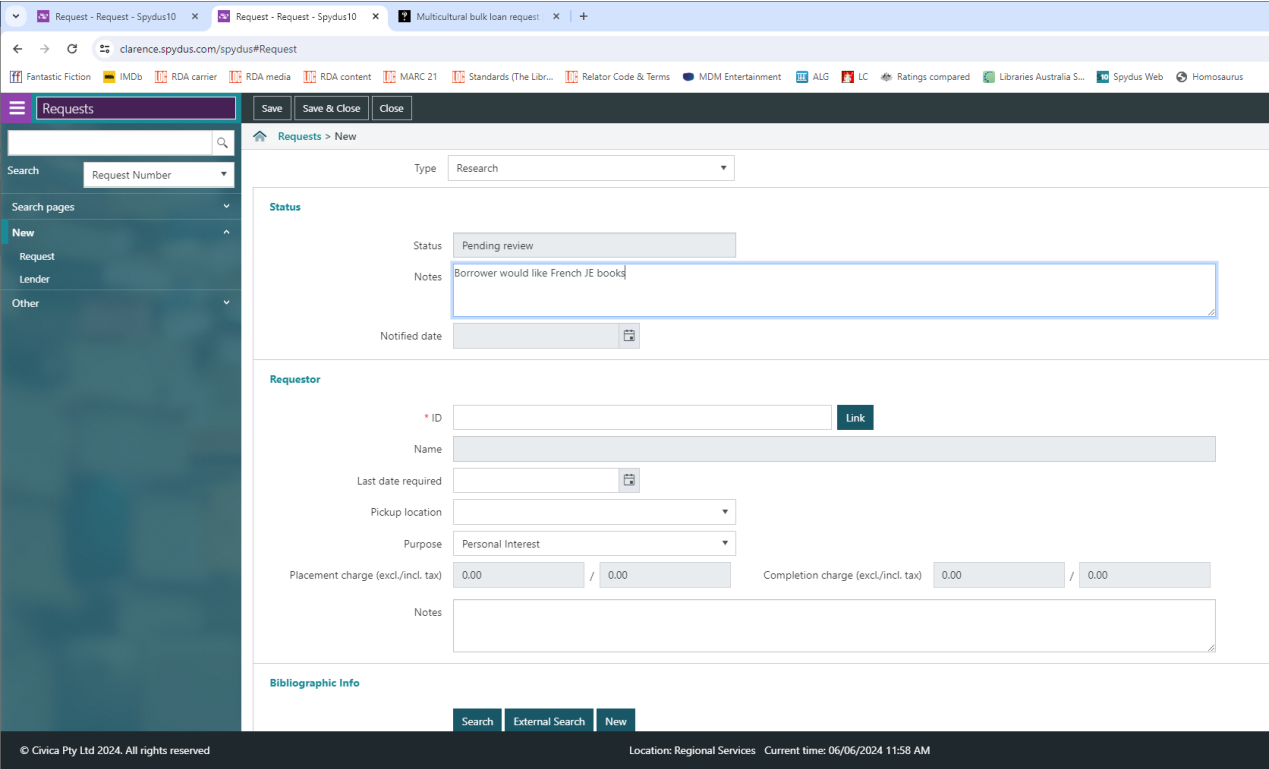
Inter- Library Loan Request ESL (English as a Second Language)

This form to be used for ESL only. For all other interlibrary loans please log via OPAC.

This is a FREE service

Pick up location: Goulburn Mulwaree Library

Name :_____ Date:_____

Address _____

_____ Postcode _____

Library Card no:_____ Phone no:_____

Email:_____

IMPORTANT: Should the Inter Library Loan items be lost or damaged you will be required to pay the associated fines & fees levied by the owning library. Lodging this form indicates your acceptance of liability for any fines or fees

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Request details:

Language:_____

Number of items (please tick):   ☐ 10   ☐ 20

Material (please pick **ONE** group):

- Adult fiction
- Adult non-fiction
- Adult fiction AND adult non-fiction
- Junior fiction
- Junior non-fiction
- Junior fiction AND junior non-fiction

Genres (please pick **THREE**):

- Detective and mystery stories
- Historical fiction
- Love stories
- Popular fiction
- Science fiction
- Children's chapter books
- Children's picture books

Non-fiction and special requests*: _____

* Please note, not all non-fiction subjects and special requests can be supplied.

Signed: _____

STAFF USE ONLY

Staff Member:_____   Supplying Library:_____

Date requested: _____   Date due: _____

Date received:_____   Date returned: _____

ILL Request ESL Form

MITTAGONG LIBRARY
Multicultural Bulk Loan Request Form (Language Boxes)

Material available for Bulk Loan:

- multicultural collection items in 43 different languages
- ESL (English as a second language) material
- audiobooks and large print titles in some LOTE (Language other than English) languages may be available.

English language audiobooks and large print titles are NOT available for bulk loan

Please limit to one language per request

Date: …………………..

Taken by (Staff Member name): ……………………………………..

Material to be collected at: ……………   Borrower Number: ………………………………

Borrower name: ………………………………………   Contact phone number: ………………………………

Adult and/or Junior material (Please circle those applicable)

Adult   Junior

Fiction and/or Non-Fiction (Please circle those applicable)

Fiction   Non-Fiction

Type of Fiction material

Genre 1 _____

Genre 2 _____

Genre 3 _____

LOTE alternative format (may not be available in your required language)

Large print and talking books   Large print books   Talking books

Specify who this request is for eg. elderly person or 6 year old girl, etc.

_____

Non-Fiction subject areas

_____

_____

(Select your subject area such as cooking, health or biography. Not all subjects can be supplied.)

Number of items Required (please circle)   10   20   30

Inter-Library Language Loans

Date:_____ Member No.:_____

Name:_____

Contact Phone No.:_____

Language: _____ Branch:_____

☐ Adult   ☐ Junior   ☐ Young Adult

☐ Fiction   ☐ Picture Books

☐ Non-Fiction   ☐ Chapter Books

Non-Fiction Subjects of interest (incl. Biography):

_____   _____

_____   _____

Fiction Genre selections:

☐ Detective and Mystery Stories

☐ Historical   ☐ Literature classical fiction

☐ Popular Literature   ☐ Adventure

☐ Science Fiction   ☐ Love Stories

MID NORTH COAST
CO-OPERATIVE
LIBRARY SERVICE

SNOWY MONARO
REGIONAL LIBRARY

MULTICULTURAL ITEMS

DATE: _____

NAME: _____

LIBRARY CARD No: _____

EMAIL: _____

PHONE No: _____

COLLECT AT: _____

- ☐ **ADULT**
- ☐ **YOUNG ADULT**
- ☐ **JUNIOR**

- ☐ **FICTION**
- ☐ **NON-FICTION / BIOGRAPHIES**

- ☐ **JUNIOR CHAPTER BOOKS**
- ☐ **JUNIOR PICTURE BOOKS**

LANGUAGE:

_____

FICTION GENRE (OR MIXED GENRES):

_____

SNOWY MONARO
REGIONAL LIBRARY

MULTICULTURAL ITEMS

DATE: _____

NAME: _____

LIBRARY CARD No: _____

EMAIL: _____

PHONE No: _____

COLLECT AT: _____

- ☐ **ADULT**
- ☐ **YOUNG ADULT**
- ☐ **JUNIOR**

- ☐ **FICTION**
- ☐ **NON-FICTION / BIOGRAPHIES**

- ☐ **JUNIOR CHAPTER BOOKS**
- ☐ **JUNIOR PICTURE BOOKS**

LANGUAGE:

_____

FICTION GENRE (OR MIXED GENRES):

_____

SNOWY MONARO
REGIONAL LIBRARY

MULTICULTURAL ITEMS

DATE: _____

NAME: _____

LIBRARY CARD No: _____

EMAIL: _____

PHONE No: _____

COLLECT AT: _____

- ☐ **ADULT**
- ☐ **YOUNG ADULT**
- ☐ **JUNIOR**

- ☐ **FICTION**
- ☐ **NON-FICTION / BIOGRAPHIES**

- ☐ **JUNIOR CHAPTER BOOKS**
- ☐ **JUNIOR PICTURE BOOKS**

LANGUAGE:

_____

FICTION GENRE (OR MIXED GENRES):

_____

Sutherland Shire Libraries
30-36 Belmont Street, Sutherland, 2232
Locked Bag 4004, P.O., Sutherland NSW 1499
9710 0351   http://sutherlandshire.nsw.gov.au/library

Sutherland Shire
COUNCIL

Community Language Bulk Loan Request Form

If similar material is currently held at any of our branches, customers can reserve those titles. Staff, please check online for current bulk loans. *(You may ring another branch and ask them to send up a random selection of a few titles)*

Customer Details

Name……………………………………………………Library Card ………………….………………..………....

Telephone: (mobile)………………..…….   (landline) ………..……………

Email……..………..

Please circle how you would like to be notified.

Date Requested   …………………………….…………Branch for pickup…………………………………………………..

Request Details

LANGUAGE……………………………………………………

□ 10 titles   □ 20 titles   □ 30 titles

FORMAT required. Please note, books are most readily available.   □ 3 month loan   □ 6 month loan (adult loans only).

□ Books

Please indicate if the following formats would be appreciated however we may not be able to find suppliers.

□ Magazines   □ Sound recordings   □ DVD   □ LARGE PRINT

TYPE OF MATERIAL   Please choose from the following:

□ Adult fiction   □ Adult fiction and non-fiction   □ Adult non-fiction

□ Junior fiction   □ Junior fiction and non-fiction   □ Junior non-fiction

GENRES   Please select up to 3 from the following genres:

□ Adventure stories   □ Detective and mystery stories   □ Children's picture books
□ Historical fiction   □ Popular literature   □ Children's chapter books
□ Love stories   □ Science fiction

Notes (eg specific author) ………………………………………………………………………………………………

Staff Use only. Sources checked:

□ Current loans held at all branches of Sutherland Shire Libraries
□ Community Language Directory
□ Libraries Australia – no charge applies.
Staff name………………………………