Montgomery County PUBLIC LIBRARIES

Request for Posting or Distributing Materials at Montgomery County Public Libraries

Please print.

Name and mailing address of organization _____

_____

_____

Website address (URL) of organization _____

Name and title of person completing form _____

Telephone number _____

Email address _____

Date of request _____

Is your organization non-profit or not-for-profit? ☐Yes ☐ No

Please choose one:

☐ We would like to post single copies of flyers or brochures at selected libraries.
☐ We would like to post single copies of flyers or brochures at all 22 libraries.

☐ We would like to distribute flyers or brochures at selected libraries.
☐ We would like to distribute flyers or brochures at all 22 libraries.

☐ We would like to distribute free newspapers at the libraries. (Newspapers must have news or features of interest to the local community.)

How many times per year will you be delivering your materials to the libraries? _____

How will your materials be delivered to the libraries? Please choose one:

☐ By mail or UPS.
☐ By your organization to the libraries' administrative offices in Rockville
☐ By your organization to the Libraries' Collection Management Unit in Gaithersburg.
☐ By your organization directly to branch libraries.
☐ By the interagency pony (for county government agencies only).

Return this completed form via email to: mcpl.handouts@montgomerycountymd.gov

Judith Taylor, Director's Office
Montgomery County Public Libraries
21 Maryland Avenue, Suite 310, Rockville, Maryland 20850
Phone: 240-777-0002 Fax: 240-777-0034

Thank you.