

**All requests should be printed on organizational letterhead and turned in at the library or to a Youth Services Librarian. If working directly with a Youth Services Librarian there may be the option to email this information instead of printing it.**

BOOKS, SONGS, RHYMES

AND MORE

DAYCARE CENTER

1234 Reading Way

Literacy, WI 53704

[www.bookssongsrhymesandmore.org](http://www.bookssongsrhymesandmore.org)

(608) 222-3333

October 31, 2016

Dear Madison Public Library,

I am the director of “Books, Songs, Rhymes and More Daycare Center” and would like to apply for an organizational library card. I understand that we are responsible for any books or other materials checked out on this card. The following staff or teachers are allowed to check-out with this card: Lucy Cousins, Donald Crews, Byron Barton, and Melissa Sweet.

Thank you,

Love O. Reading

Director

Books, Songs, Rhymes and More Daycare Center

Email: loveofreading@books.org