

**2025-2026**

**NON-PUBLIC REQUEST FOR LIBRARY OR SOFTWARE LOAN MATERIALS**

Request made in accordance with Section 711 of the NYS Dept of Education Law

Date

School District where Non-Public School Resides:

Nonpublic School

Contact Person

Phone

Materials Requested

**LIBRARY**

**SOFTWARE**

**Product Information**

*(one form per item; an online library list is one item)*

*K-12 Only*

Course

Grade Level

Complete Title

Vendor/Publisher

ISBN/Catalog/Product ID

Quote #/List Name

*(attach quotes)*

Quantity Requested

Price per Item

Total Cost

**Email** (for MARC Records/Downloads/Subscriptions)

**Renewal Y/N**

**Account Username**

**Submit Completed Form To:**

Monroe One Educational Services

Kathy Altieri **Email:** [Kathryn\\_Altieri@boces.monroe.edu](mailto:Kathryn_Altieri@boces.monroe.edu)

Phone: 585-249-7289 Fax: 585-249-7809

**Additional Forms Available on Website:**

[www.monroe.edu/nonpubliclibrarysoftware](http://www.monroe.edu/nonpubliclibrarysoftware)

(Internal Use)

Pending # \_\_\_\_\_

PO# \_\_\_\_\_

## **Please Note the Criteria for Library Materials as defined in Section 711 of Education Law.**

Audio/visual materials and printed materials which meet **ALL** of the following criteria:

- Materials which are catalogued and processed as part of the school library or media center for use by elementary and/or secondary school children and teachers
- Materials which with reasonable care and use may be expected to last more than one year
- Materials which would not be eligible for aid as textbooks (Section 701, Education Law) or software (Section 751, Education Law). School library materials meeting these criteria generally means hard cover and paperback books, periodicals, documents other than books such as pamphlets, musical scores, videos, audio recordings, maps, charts, or globes.

### **Criteria for Computer Software Loan**

**“Computer software is defined as prepared educational programs which are subject-oriented and which are prepared for use by pupils in conjunction with computers. These computer software programs must be required for use as a learning aid in a particular class or program”**