



Urbandale Public Library

Outreach Request Form

Thank you for your interest in UPL's outreach services. Email completed form for youth outreach requests to Youth Specialist Jacque Stolz, jstolz@urbandale.org, and adult outreach requests to Programming and Outreach Manager Staci Stanton, sstanton@urbandale.org.

Request Information:

Name of Department/Organization: _____

Name of Contact Person: _____

Email: _____ Phone: _____

Location (if off site): _____

Please list at least 3 dates and times for preference of visit:

Date: _____

Date: _____

Date: _____

Preferred format: (virtual, in person, on site, off site) _____

Target Audience: (Age, grade, etc.) _____

Anticipated Number of Attendants: _____

Purpose of visit:

Story time

Library Tour/Scavenger Hunt

Sign Up for a Library Card/Library Resources

Research/Digital Literacy

Community Events

Book Talk

Other (please explain): _____