



## Friends of the Lubbock Public Library

# Personal Shopper Program

Welcome to the Lubbock FOL Personal Shopper Program!  
**To participate in the program, you must be willing to use a cellphone and email address and be a current member of FOL.**

Lubbock FOL has thousands of books in inventory ranging in price from \$0.50 to \$25, with most priced at about \$1. Though we will make every effort to find the books you request, we cannot guarantee that we will have them in our inventory.

1. Please provide the following contact information:

Member Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

2. Please choose your method of payment:

- Credit/Debit
- Check
- Cash

3. Guidelines are as follows:

- There is no charge for the Personal Shopper Services.
- You may order as many books as you wish. The minimum order is \$10 or 20 books.
- Grab Bags count as two books each.
- Shoppers are encouraged to order more than 20 in case some titles are not found.
- No more than half the order may be specific titles by specific authors.
- The rest of the order may be books by genre and/or author.

4. We may not find every requested title, so please choose one of the following options for specific titles not found in the FOL inventory:

- Choose a similar book as a substitute.
- Choose a book from my genre/author requests.
- I do not want a substitute for titles not found.

5. After submitting your order:

- You should hear from an FOL volunteer to confirm your order within one week of submitting it.
- Your order should be filled and ready for pick-up within 2 weeks of confirmation. (Larger orders may take longer.)
- Any communication regarding your order, along with back door pick up of that order, should take place during FOL volunteer hours: Mon – Fri, 9 AM – 4 PM.

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For office use only:

Order Number	
Client Name	

	Volunteer Name	Date
Order received:		
Membership confirmed:		
Order filled:		
Payment made:		
Order Delivered:		

FOL Personal Shopper Program Contact Information:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



**Books by Genre:**

Genre/Subject/Area of Interest	Number of Books

**Books by Author:**

Author	Number of Books

**SAVE THIS FORM WITH YOUR INITIALS IN THE FILE NAME and email it to fol@lubbockfol.org.**