



Library and Learning Resources Centre
(AV, Cataloguing, Educational Media Library, Kit Services and Research)

Educational Media Library

Crestwood

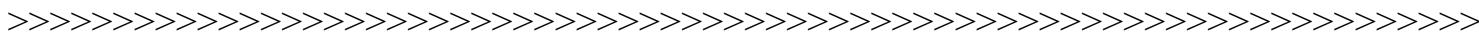
50 Millwood Place, Hamilton, ON, L9A 2M8

905-574-1666 x258

media@hwdsb.on.ca

POSTER AUTHORIZATION FORM

- Please arrange an appointment to print posters with the Educational Media Library. Appointments can be scheduled Tuesday, Wednesday and Thursday 9:00 to 12:00 and 1:00 to 4:00. Call 905-574-1666 x258 or email media@hwdsb.on.ca
- Each poster costs \$4.00 for paper that cannot be laminated or \$6.00 for paper that can be laminated (lamination extra)
- A blank form will be emailed to the school. A copy *complete with the account number* should be brought to the Educational Media Library the day the posters are being printed.
- The EML will retain the original for our records and photocopy one for the schools' records.
- Please be advised that the EML staff will not be available to print posters for you.



Please complete the following:

School _____

Teacher's Name _____

Account Number to be charged _____

Principal's signature for Authorization _____

Number of posters = _____ @ \$4.00 TOTAL \$ _____

@ \$6.00 TOTAL \$ _____

Date _____

LLRC Staff Signature _____