### fkaCS Multicultural Resource Centre Order Form

###### To request a package of resources selected for you by an *fka*CS Consultant, complete the form below.

Alternatively, to search and submit a list of specific items via the online catalogue:

1. Open the [online catalogue](https://library.fka.com.au/) and log in with your Username (Membership ID) & Password
2. Search for items in one of two ways:
   1. Entering key words in the search bar (located on homepage)
   2. Using the **Advanced Search** button to filter by item types, collections or languages
3. Add items to your cart by clicking the **Add to your cart** button under each item
4. Review your cart (top left of screen) – a new window will open
5. Send cart – a new window will open
6. Enter [library@fka.org.au](mailto:library@fka.org.au) as the recipient and any additional notes before clicking **Send**

*We will contact you when ready for collection or mail out.*

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| --- | --- | --- | --- | --- |
| Member Name: |  | | | |
| Membership ID: |  | | | |
| Contact Person: |  | | | |
| Contact Email: |  | | Phone: |  |
| Availability/Preferred Contact Day/Time: | |  | | |

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| --- | --- | --- | --- |
| Please indicate what age group you would like to borrow resources for: | | | |
| 0 - 11 Months | 1 - 3 | 3 - 5 | 5+ |
| Please indicate what language/s or regions you are interested in: | | | |
|  | | | |
| Please provide a general idea of what you’re hoping to implement/outcomes you’re aiming for: | | | |
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