



School Library Service

How to order a topic box

Top tips before you start

- Order your topic boxes at the end of term for delivery at the beginning of the next term. You need to order for both halves of the term.
- Use a separate form for each topic you need.
- If you are ordering Class Readers only order titles from the Class Reader lists and use this link. [Class Readers order](#)

What to do

Go to the Devon School Library Service website/Order forms and complete the details.

<https://des-lp-live.edcowebsites.co.uk/topic-boxes/form>

Form fields:

- Title
- First name *
- Surname *
- Email address *
- Confirm email address *
- School *
- Focus Type
- Topic *
- Aspects to be covered
- Age of Pupils *
- Reading Age
- Number of pupils/classes *
- Term *

- Choose from **Main** (20 books) or **Mini** (10 books)
- The title of the topic e.g. Romans in Britain
- Brief details of the topic if necessary
- How many classes you want the topic for
- Choose the correct term

Helpful hints

- Do **not** put all your topic requests on one form – we won't know that they are separate requests.
- Only order Class Readers from the titles on the Class Reader lists.
- If you are asking for a standard curriculum topic (e.g. Forces) we don't need loads of details – our topic boxes will contain a range of books covering all aspects.
- If your topic is more 'individual' (especially literacy topics) then the more details you can provide the better but please **don't** send long lists of individual titles.
- If you want fiction or picture books in a non-fiction topic put this in 'aspects' and we will try to include them if possible.
- You can order as many or as few topic boxes as you like.
- Please be realistic about what you request: e.g. we can't supply books on the history of a specific village for primary, they just aren't published.
- If you order topics outside of 'topic time' (your holidays) there may be a delay getting them to you - we hire in transport for specific days only.
- If you order for two or more classes the books will probably be packed into more than one box, these will be labelled 1 of 2 boxes etc.
- When you return your topics please don't overfill the boxes. If the topic arrived in 2 boxes please return in 2 boxes.
- Each topic will have a printed list of the books that are included.
- All topics are issued for one term. If you would like to keep a topic for longer you can ask for them to be renewed by following the renewal link on the Order forms page.