



ASSIGNMENT ALERT!!!

Assignments are the basis of every child's education. In addition to using the school library, many students in your class will turn to the public library for homework resources. Advance notice of school assignments can help us serve your students more effectively. As soon as you know of an assignment that might make use of library materials, please submit this form so that we may gather the appropriate materials for your students.

Teachers Name _____

E-mail Address: _____

School: _____ Grade: _____

Work Phone: _____ Best time to call: _____

Please describe the assignment:

Start date of the assignment End Date

How many students? _____

What materials may be used?

Books Magazines Encyclopedias Internet Resources AVL Resources
 Other (Please list)

Any specific titles?

By what date are the materials needed? _____

**We will make every effort to insure adequate materials are available.
If certain titles need to be put on reserve in the library so all students will have access, please let us know.
THANK YOU FOR YOUR COOPERATION!**