

ASSIGNMENT ALERT

Help us help your students! Please use this form to notify your public library when students will have an assignment for which they might use the library. Fill in as much information as you feel necessary for library staff to assist students.

School _____

Teacher _____

Grade or Class _____

Phone _____

E-mail _____

Today's Date _____ Due Date _____

• Type of assignment (check *all that apply*) Paper under 5 pages Speech Paper 5-10 pages Group project Paper over 10 pages Series of questions Other (describe briefly): _____• Is this an annual assignment? Yes No• Are there a minimum number of sources to be used? Yes No If so, how many? _____• Types of sources students are *required* to use (Check *all that apply*.) Books Encyclopedias Magazines Online databases Newspapers Internet sites Other (please specify): _____• Are there sources that *cannot* be used? Please specify. _____• Number of students doing this assignment: _____ Would you like us to place appropriate materials for this assignment on reserve for use *only* in the library? Yes No• Do you have a web page related to this assignment? Yes No URL _____

Please mail, fax, or bring this form to the library. For questions about library resources, please contact the Youth Services Coordinator at: