



# Assignment Alert!

Assignment Alert lets your library know when you and your students will need to use the library to find materials for research assignments and large class assignments. This helps us to be informed and ready for your students when they come to visit the library...It will also help us to assess our library's collection so that we may expand it to best serve the school's needs!

Today's Date: \_\_\_\_\_

School: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Contact Phone/email: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_

What is the Assignment? (If possible, please provide us with a copy of assignment page)

\_\_\_\_\_

Types of materials your students will be looking for at the library:

\_\_\_\_\_ Books                      \_\_\_\_\_ Magazines                      Other: \_\_\_\_\_

\_\_\_\_\_ Reference Materials                      \_\_\_\_\_ Online sources                      \_\_\_\_\_

Page Requirements for books/sources:  None                       At least 100 pages                       Other: \_\_\_\_\_

Publication Year Requirements:  None                       less than 5 years old                       Other: \_\_\_\_\_

\_\_\_\_\_ Please do not set materials aside

\_\_\_\_\_ Please set materials aside

Please describe the types/titles you would like us to have ready: (write on back if needed)

Starting date of assignment: \_\_\_\_\_

Date due: \_\_\_\_\_

Size of class: \_\_\_\_\_

\*\*This form is available ONLINE at [www.mattapoissettlibrary.org](http://www.mattapoissettlibrary.org) and can be filled out and emailed to [lburke@sailsinc.org](mailto:lburke@sailsinc.org) or [jmccullough@sailsinc.org](mailto:jmccullough@sailsinc.org) or else printed out and submitted in person at the library—MINIMUM OF TWO WEEKS' NOTICE REQUIRED...MORE APPRECIATED. Thank you!!