Library Assignment Alert Form

Use this Assignment Alert to notify the library of assignments made to an entire class. Completion of the Assignment Alert form ensures that the information your students need to complete the assignment is available and that all of the students have access to the material. If the Library has a limited amount of materials (and we always do!) on the assigned topic, the following restrictions may apply: abbreviated loan period, limit of items per checkout, or in-library use of materials only.

These forms may be returned to the library box in the teacher's room or brought to the library. Please help us help you!

PLEASE RETURN THIS FORM AT LEAST ONE WEEK IN ADVANCE OF GIVING THE ASSIGNMENT!!!

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Topic of assignment:
Number of students:

Grade Level: ☐ High School ☐ Middle School ☐ K-2 ☐ 3 - 5

Duration of Assignment: date assigned date due

Specific Directions:

Number of sources required:
Length of completed report:

Types of resources which are acceptable:
☐ Books ☐ Encyclopedias ☐ Newspapers & Magazines ☐ AV Materials ☐ Pamphlets ☐ Online Databases ☐ Internet
☐ Other (Please Specify)

Special Requirements:

Teacher or Contact Person: