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.mattapoisettlibrary.org and can be filled out and emailed to lburke@sailsinc.org or jmccullough@sailsinc.org or else printed out and submitted in person at the library—MINIMUM OF TWO WEEKS’ NOTICE REQUIRED…MORE APPRECIATED. Thank you!!}