



# ASSIGNMENT ALERT

**ASSIGNMENT ALERT** lets the staff of Fairport Public library know when you and your students will need materials for research assignments and large class assignments.

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

School \_\_\_\_\_

School phone number \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade Level \_\_\_\_\_

## TYPES OF MATERIAL NEEDED:

Books \_\_\_\_\_ Reference Materials \_\_\_\_\_ AV \_\_\_\_\_ Magazines \_\_\_\_\_ Internet \_\_\_\_\_

Are there any restrictions on the types of materials used? (Example – no encyclopedias)

## ASSIGNMENT:

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Starting date of assignment: \_\_\_\_\_ Date Due: \_\_\_\_\_ Size of class \_\_\_\_\_

Can you suggest one or two titles that would best fulfill this assignment?

1. \_\_\_\_\_

2. \_\_\_\_\_

Please enclose a copy of the students' assignment sheet with this sheet.

Forward this to: **Children's Librarian** \_\_\_\_\_ **YA/Teen Librarian** \_\_\_\_\_

*AT LEAST ONE WEEK'S NOTICE APPRECIATED.*

Thank you for your cooperation.

Fairport Public Library  
1 Village Landing  
Fairport, New York 14450  
(585) 223-9091 (Phone)  
(585) 223-3998 (Fax)  
[www.fairportlibrary.org](http://www.fairportlibrary.org)

*If you return this form at least once during the year, you will be entered into a drawing for an end of the year prize!*