

## Worth Public Library School Assignment Alert

Hello teachers and school librarians! We are happy to receive information about your upcoming assignments and projects. Fill out this School Assignment Alert form to help us prepare for the needs of your students. Advance notice will help to provide your students with as many library resources as possible based on the information you provide.

Please print and fill out this form and include any grading rubrics or a copy of the assignment as given to students. Mail or deliver to the Circulation desk at the Worth Public Library, at 6917 W. 111<sup>th</sup> St. You may also fax the completed form to 708-448-2855, ATTN: Youth Services. Forms can also be completed electronically and emailed to braund@worthlibrary.com

Name: \_\_\_\_\_

I am a: \_\_\_\_\_ Teacher \_\_\_\_\_ Librarian

Name of school: \_\_\_\_\_

Title of assignment: \_\_\_\_\_

Descriptions of assignment: (what kind of information are students expected to find?)

Assignment is due on: \_\_\_\_\_

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

Estimated Number of Students: \_\_\_\_\_

What sources are required for the completion of the assignment (circle all that apply)?

Any source may be used

Books

Reference Materials

Magazines

Newspapers

Internet

Library Databases

What is the best way to contact you if we have a question?

Phone number: \_\_\_\_\_ Email \_\_\_\_\_