

**ENOCH PRATT FREE LIBRARY
ASSIGNMENT ALERT**

ASSIGNMENT ALERT lets your public library know when you and your students will need materials for research assignments and large class assignments.

ASSIGNMENT ALERT is easy to use. More copies of this form are available from the Library. You are also free to reproduce this sheet as needed.

School: _____

School Telephone Number: _____ Today's date: _____

Teacher's name: _____

Teacher's home telephone number: _____

Grade level: _____ Subject: _____

TYPES OF MATERIALS NEEDED

Books _____ Databases _____ Reference _____ Audio-Visual _____

Magazines _____

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

Assignment: _____

Starting date of assignment: _____ Date due: _____

Size of class: _____

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

**AT LEAST ONE WEEK'S NOTICE FOR ASSIGNMENTS IS APPRECIATED.
THANK YOU FOR YOUR COOPERATION.**