

Assignment Alert

SCHOOL _____

SCHOOL TELEPHONE
NUMBER _____

TEACHER: _____

TEACHER TELEPHONE
NUMBER: _____

GRADE LEVEL/SUBJECT
AREA: _____

TYPES OF MATERIALS NEEDED:

BOOKS __

MAGAZINES ____

INTERNET ____

(Please see note about our Internet policy.)

AUDIO-VISUAL ____

OTHER (Please specify) _____

ASSIGNMENT _____

Keep in mind that if an entire class is given the same topic or different topics that all relate to the same main topic (for example: various aspects of civil rights) that we only have a limited number of books. Interlibrary loan requests take a minimum of 7 TO 10 DAYS and may take as many as two or more weeks. With that in mind, please indicate whether you want us to put books on reserve for the class, so they will be available for the students to use here, but cannot be checked out.

Please put books on reserve for the class _____

Do not put books on reserve _____

Date the assignment is due _____

Size of class _____

INTERNET USE POLICY:

Please be aware that in order to have access to our Internet terminals, anyone under 18 MUST have a library card and their PARENT or LEGAL GUARDIAN must come to the library to sign a permission form. We will then place a sticker on their card which shows they have permission to use the Internet. Otherwise, a parent or legal guardian must accompany the minor at ALL times while on the Internet. Students without an Internet permission sticker will not be allowed on or near the Internet terminals. Our Internet stations are not filtered. Also be aware that we have a limited amount of Internet terminals and individuals may be restricted to sessions of one half hour at a time during busy periods.

If you have a copy of the assignment, please include it with this sheet. One week's notice is appreciated. Our fax number is 467-4012 and our telephone number is 467-6200. Please call if you have any questions.