

## **Assignment Alert ~ Help Me Help Your Students**

Assignment Alert is an easy way to notify Tracey Moloney (the Young Adult Librarian) about upcoming assignments and projects that will require Greenport students to use library to complete assignments. With at least a two-week notice, resources can be compiled and readily available for specific topics.

With firsthand knowledge of your assignments, Tracey will be better prepared to:

1. Direct students to resources more effectively.
2. Assess the collection's needs for new titles and multiple copies.
3. Refer to a copy of the assignment when clarification of requirements is needed.

Please use the Assignment Alert form so that the library can prepare as many resources as possible, based on the details you specify.

Once your Assignment Alert form is received we'll determine what materials are available. If they are limited the library will consider placing restrictions on the number of items each student may check out, or marking items 'for library use only' so all students may have equal access to them. If materials are not available, or limited, we may consider purchasing titles for the collection.

In addition, if you would you like to schedule an instructional research session (in the library or in your classroom) for your students, please contact Tracey at 631-477-0660 ext 21 or [tmoloney45@gmail.com](mailto:tmoloney45@gmail.com).

Floyd Memorial Library is looking forward to supporting your assignments and providing tools for assignment success outside of the classroom.

Many thanks,

Tracey Moloney  
Head of Young Adult Services  
Floyd Memorial Library  
539 First Street  
Greenport, NY 11944

[tmoloney45@gmail.com](mailto:tmoloney45@gmail.com)

477.0660

**Floyd Memorial Library Assignment Alert Form**

**Instructor Information:**

Instructor's Name: \_\_\_\_\_ Subject: \_\_\_\_\_

Date Assignment is Due \_\_\_\_\_ #of Students \_\_\_\_\_

**Assignment Information**

Title of Assignment: \_\_\_\_\_

**Description of Assignment**

What kind of information are students expected to find? Include assignment details:

\_\_\_\_\_  
\_\_\_\_\_

**Sources:**

Indicate types of sources required for completion of assignment and any restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the most convenient method of contact for questions: Telephone/Email/Fax

\_\_\_\_\_

Please send this form (marked Attn: Tracey –YA Services) to:

Floyd Memorial Library  
539 First Street  
Greenport, NY 11944

Fax 631.477.2647

tmoloney45@gmail.com

<b>Library Use Only:</b> Date Received: _____	Date Completed _____
# of Items Collected _____	# of items ILL'd _____
# of Items placed on "Lib Use Only" _____	
Teacher Contacted? YES/NO	Date/Time _____
Comments _____	