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.

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 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

Library Use Only: 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 ___________________________