

Assignment Alert Form ~ Help Me Help Your Students

The Assignment Alert Form is an easy way to notify the Teen Librarian, Tracey, about upcoming assignments and projects that may 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 I can be prepared to:

1. Reserve materials just for students.
2. Create displays specifically for the assignment.
3. Direct students to resources more effectively.
4. Assess the collection's needs for new titles and multiple copies of materials
5. Refer to a copy of the assignment when clarification is needed.

Using the Assignment Alert Form will allow me to prepare as many resources as possible for your students based on the details you specify. Once I receive your Assignment Alert Form I will review materials and maintain communication so you may direct the students.

If materials are limited I can 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 within the library. If materials are not available, or limited, I can consider purchasing titles for the collection to support the school curriculum.

I am looking forward to supporting your assignments.

Many thanks,

Tracey Moloney

Head of Young Adult Services

Floyd Memorial Library

539 First Street

Greenport, NY 11944

tracey@floydmemoriallibrary.org

631- 477-0660 ext 5

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?). Attach assignment details if possible:

Sources:

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

Indicate the most convenient method of contact: Telephone/Email/Fax

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

Fax 631.477.2647 or tracey@floydmemoriallibrary.org

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 _____
