

# Assignment Alert

**Allen Public Library**  
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Assignment Alert is an easy way to notify the library about upcoming assignments and projects when students will require the use of library materials. With at least a **two-week notice**, library staff can compile materials available for topics that have a limited amount of resources, reserve materials for a two-week period as well as inform teachers on the availability of materials in the library.

Today's Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_ Subject \_\_\_\_\_ Size of class \_\_\_\_\_

Date assignment begins \_\_\_\_\_ ends \_\_\_\_\_

Brief description of the assignment/project (Please attach student's copy of the assignment)

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Types of Materials Needed (Please select from the list below)

\_\_\_ Books      \_\_\_ Reference Resources      \_\_\_ Electronic Resources

\_\_\_ Magazines or Journals      \_\_\_ Audio/Visual Materials

Please list any restrictions on the types of materials students are allowed to use.

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03-07-06