

Assignment Alert

William P. Faust Westland Public Library
Phone: (734) 326-6123 Fax: (734)595-4612
www.westlandlibrary.org

To: Teachers

Return: Children's Department

Please consider giving us advance notice of assignments so we may better serve you and your classes. The Assignment Alert is our way of ensuring a positive library experience for your students.

Assignment Alerts should be turned in to the library 2 weeks prior to the start of the assignment to allow time for materials selection and processing. Please call or fax in your completed Assignment Alert form.

From (Teacher's Full Name): _____
School: _____ Phone Number: _____
Grade Level: _____ Number of Students Involved: _____
Date Assigned to Students: _____ Date Assignment Due: _____

DETAILED DESCRIPTION OF THE PROJECT (Attach a copy of the assignment or reading list):

TYPES OF MATERIALS NEEDED TO COMPLETE ASSIGNMENT:

___ Books ___ Magazines ___ Reference Materials ___ Electronic Resources ___ Audio Visual

SPECIFIC TITLES YOU WOULD LIKE PLACED ON RESERVE FOR STUDENTS:

Ex: Michigan Trees by Barnes _____

SUBJECT AREAS OF BOOKS YOU WOULD LIKE PLACED ON RESERVE FOR STUDENTS:

Books requested by Teachers will be placed on temporary reserve at the Library for the duration of the assignment. Books are placed on reserve in order to provide equal access to all students. Material will be placed on a shelving unit near the reference desk for student use. Students WILL NOT be able to check out reserved materials.