**ASSIGNMENT ALERT**

Schiller Park Public Library

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Schiller Park, Illinois 60176-1699

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Please send this form, phone, fax or email, the following information to Rae Elgin, Information Services Director **at least one week** prior to the date your assignment will be given in order to insure that material will be available for your students.

Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Grade/Reading Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of students involved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Assignment Begins\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ends\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Books Needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to be Picked Up\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long will you need these books? 1 Week \_\_\_\_\_\_\_\_\_\_ 2 Weeks \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials that may be used for the assignment:

\_\_\_\_\_\_\_\_\_Books \_\_\_\_\_\_\_\_\_\_Reference Materials (Can Not be Checked Out)

\_\_\_\_\_\_\_\_\_Magazines \_\_\_\_\_\_\_\_\_\_\_Encyclopedias \_\_\_\_\_\_\_\_\_\_\_Internet

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Electronic Databases \_\_\_\_\_\_\_\_\_\_\_\_\_Other

Age Limit on Materials (copyright date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the Assignment:

A copy of the assignment sheet would be very helpful.

The Library reserves the right to decide if materials may be checked out and/or how many items may be checked out per student.