

San Benito County Free Library

ASSIGNMENT ALERT!!!

Advance notice of school assignments can help us serve your students more effectively. As soon as you know of an assignment that might make use of library materials, please complete this form and return it to the library's front circulation desk or submit it by fax at 831 636-4099. Submission of this form at least two weeks prior to when the assignment is given will help ensure that materials will be available for your students.

Instructor's Name: _____

School: _____ Grade: _____

E-mail Address: _____

Work Phone: _____ Best time to call: _____

Please describe the assignment:

Assignment Start Date: _____ End Date: _____

How many students? _____

What materials may be used?

Books _____ Encyclopedias _____ Magazines _____ Internet Resources _____ Other (Please list) _____

We will make every effort to serve the needs of you are your students. Since we primarily have only single copies of titles and limited number of materials on particular subjects please let us knows if you would like us to put materials on reserve for library use only so that all your students will have access. Thank you for your assistance and cooperation.