

Assignment Alert

Dear Educators:

The library endeavors to provide quality services and resources for its patrons. With that in mind, we try our best to make available high demand materials for students. Please use this form to notify library staff of upcoming assignments, reports and/or research projects. Feel free to attach additional information, including handouts the students will receive. Please mail, fax or drop off the completed form to the library; preferably **at least 2 weeks** before students receive the assignment. Occasionally, we might not have sufficient materials on hand to accommodate many students at once. Should we not have enough copies of required titles or books on a specific subject, please remind students that materials requested from other BCCLS libraries can take approximately **4-5 business days** to arrive at our library. Also, in order for materials to be checked out they **must** bring their library cards.

Today's Date: _____

Educator's Name: _____

Educator's e-mail: _____

School Name: _____

School Address: _____

School Phone: _____ Best time to call: _____

Grade: _____ Number of students: _____

Assignment due date: _____

Title of assignment: _____

Description: _____

Types of materials needed (please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Books | <input type="checkbox"/> Magazine/newspaper articles |
| <input type="checkbox"/> Videos/DVDs | <input type="checkbox"/> Music |
| <input type="checkbox"/> Encyclopedias/
Reference Materials | <input type="checkbox"/> Online databases |
| <input type="checkbox"/> Audiobooks | <input type="checkbox"/> Internet websites |

Please note any specific requirements or limitations on source materials.

The Cliffside Park Free Public Library
505 Palisade Avenue
Cliffside Park, NJ 07010
Phone (201) 945-2867 Fax (201) 945-1016