



## Assignment Alert!



The Youth Services Staff at the Deerfield Public Library wants to help you! This simple form lets us know in advance when your students will be asking for help with a particular project or report.

The YSD staff can select materials and create displays and booklists to make research a smooth process for your learners. Simply fill out the form and fax it, mail it or drop a copy off at the library. A minimum of one week's notice is requested, so that we can assemble our best resources for you!

Teacher's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_ Subject: \_\_\_\_\_ Class Size: \_\_\_\_\_

Date Project will be assigned: \_\_\_\_\_ Date Due: \_\_\_\_\_

I have assigned: \_\_\_\_\_

Students may choose: \_\_\_\_\_

Is this a recurring assignment? (please mark) Yes No If Yes, what month does it occur? \_\_\_\_\_

My Students May Use: (please mark all that apply!)

Books	Videos
Web Sites	CD-ROM's
Online Databases	Encyclopedias
Journals	Magazines
Newspapers	Audiobooks

I would like the Reference Librarians to: (please mark all that apply!)

- Suggest alternate titles/topics
- Refer students to the adult areas of the library for more information/depth of information
- Create a cart or display of books on my topic

Any Special Needs/Requests:

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**E-mail to: [hknuth@deerfieldlibrary.org](mailto:hknuth@deerfieldlibrary.org)**

**OR Mail to: 920 Waukegan Rd. Deerfield, IL 60015 OR Fax to: 847-945-3402**