LIBRARY ASSIGNMENT

ALERT

Planning an assignment that will make use of library materials? The public library can help. For best outcome, please alert the library three weeks in advance.

How to Sound an Alert:

- Just fill out and return the form on the other side.
- Attach a copy of the assignment.

The Library System Can:

- Supply your local library with extra materials.
- Supply your classroom with a "classroom collection" of materials. (See Guidelines below.)
- Limit how much one person is allowed to check out.
- Assign "*library use only*" to some materials.
- Alert you to potential problems before they occur.

Classroom Collection Guidelines:

- Three weeks' notice is required. The usual quantity is 20 – 50 items. Materials will arrive as they become available.
- Want several copies of a single book? The number we can provide will vary depending on how many are available in our collection. (Not checked out or requested by other patrons.)
- **Please note:** You will need to place holds on Bellingham Library books yourself, using your own library card. ***Bellingham allows each patron to check out only 1 children's country or state book at a time, and 3 children's books per subject on all other non-fiction topics. If you place holds on more than this, Bellingham will cancel the excess holds.***
- Use our web site, ***www.wcls.org*** to search the library catalog from your home or school computer.
- All usual library rules apply. The library card holder is responsible for the materials.
- Institutional cards are available with authorization from your school administration. Ask at check-out desk.

WCLS Whatcom County Library System

-For Staff Use -

Branch:_____

Date received:_____

Received by: _____

- ○ This info was obtained from a student.
- ○ Assignment and guidelines have been discussed with the teacher.
- ○ Does the teacher want us to fax completed form to school library?
- ○ (*If Yes*) Form has been sent to school library.
- ○ Sent to Sys. Ref. Date sent:
- ○ **No Action Needed.** For System Reference Information only.

Staff Notes: (Any additional information, what has been found so far, etc.)

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11-12-03

WCLS Whatcom County Library System
On the web at *www.wcls.org*

ASSIGNMENT **ALERT** FORM

Assignment Topic(s): _____

_____

Please attach the details of the assignment to this form.

Include the assignment outline, reading lists, any limitations on what resources students may use, and anything else that will help us understand exactly what students need.

You can:

- BRING IT to your local library and discuss it with staff.
- MAIL it to: System Reference, *Lynden Library 216 4th Street Lynden WA 98264*
- FAX it to 354-3149

Or you can:

- PHONE System Reference 354-4883, extension 108
- E-MAIL System Reference: go to wcls.org and click on "Ask a Librarian."
- PHONE your local library (*See list of branch libraries, below.*)

Teacher:_____ **Home Phone:** _____

E-mail Address:_____ **FAX Number:** _____

School: _____ **School Phone:** _____

School Librarian: _____ (We like to coordinate our service with your school library.)

Library Research Assignment

☐ My students will be looking for materials on their own in these BRANCH LIBRARIES. (Please circle.)

Area Code 360-							
	Blaine	332-8146	**Deming**	592-2422	**Island**	758-7145	**Pt. Roberts** 945-6545
	Bookmobile	*Call System Reference 354-4883 ext. 108.*	**Everson**	966-5100	**Lynden**	354-4883	**Sumas** 988-2501
			Ferndale	384-3647	**Maple Falls**	599-2020	

Number of Classes Given this Assignment: _____ Total # of Students: _____ Grade Level(s) _____

Assignment will be given to students on: ___/___/___ More materials are not wanted after: ___/___/___

Students may use Internet Resources *Yes* ___ *No*___ Electronic Data Bases *Yes* ___ *No*___

Classroom Collection (See Guidelines, other side.)

☐ I wish to check out a classroom collection from the _____ Library or Bookmobile.

- My library card number is _____

  Note: Check-out is for 3 weeks. The card holder is responsible for the materials. Ask about our institutional cards.

- The materials are needed in my classroom by: ___/___/___

☐ I am requesting about _____ items. (Typical quantity is 20 – 50 items.)

☐ Yes, adult materials are acceptable. ☐ No, materials must be close to reading grade level.