



Assignment Alert

Teachers: Help your students by letting the Library know when you have assigned a research project or reading assignment. We will pull requested materials and place them on a reserve shelf for your students' use.

Please attach a copy of the assignment if possible.

School: _____ School Phone: _____

Assignment title: _____

Teacher: _____ Grade: _____

Date assignment given: _____ Date assignment due: _____

Number of participating students: _____

Assignment details: _____

Any source requirements? (i.e., certain page length, 3 nonfiction sources, etc.):

Return this form to the Library, email youthservices@fordlibrary.org or fax it to (708) 246-0403.

Thomas Ford Memorial Library

800 Chestnut Street 708-246-0520
Western Springs, IL 60558  info@fordlibrary.org
www.fordlibrary.org

Email us: youthservices@fordlibrary.org