

# San Marino Public Library

## Assignment Alert!!!

Please send this form to the San Marino Public Library at least one week before a research assignment is given to your students. This allows the library staff time to gather together materials on the assigned subject and hold it for library use only, if needed. We will restrict the number of items circulated to one per student.

Many times when the library staff is not alerted to an assignment, the first two or three students will check out all the materials available, thereby leaving the remaining students frustrated and unable to complete their assignments.

Please fill out the following questionnaire to aid the library staff in adequately serving your students.

1. Describe the research assignment given to the students:

2. What specific source(s) do you have in mind for students to use when completing this assignment? e.g. Books, Encyclopedia, Magazines, Internet, Other (please specify)

3. Can the student use Electronic Resources? \_\_\_\_\_ If yes, please state which ones.  
Newspaper Index \_\_\_\_\_ Magazine Index \_\_\_\_\_ Contemporary Authors \_\_\_\_\_  
Novelist \_\_\_\_\_ Grove Dictionary of Art \_\_\_\_\_ Masterplots \_\_\_\_\_  
Facts on File \_\_\_\_\_

4. Special Instructions or Comments:

5. Date the assignments was given: \_\_\_\_\_  
Date the assignment is due: \_\_\_\_\_  
Number of students assigned this topic: \_\_\_\_\_

6. Teacher \_\_\_\_\_ School \_\_\_\_\_  
Department \_\_\_\_\_ Grade \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Thank you for your cooperation.

Reference Department, San Marino Public Library

(626) 300-0777 FAX (626) 284-0766

Reference Email: [smpl@nancy.ci-san-marino.ca.us](mailto:smpl@nancy.ci-san-marino.ca.us)

If you need more assignment alert sheets, please contact the library or you may download a copy off the library's website. ([www.sanmarinopl.org](http://www.sanmarinopl.org))