



C. E. Weldon Public Library

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School Assignment Alerts

Teachers! Help us help your students!

Fill out this form to notify the C. E. Weldon Public Library staff about upcoming assignments. Giving the library advance notice about the assignment will help us prepare for your visiting students by having available resources based on the information that you provide. You may fax the form to us or send your response via email.

Teacher's Name _____

School and grade level _____

What is the title of the assignment? _____

Describe the assignment. Please be as specific as possible. _____

Due date: _____

What type of information is required for the assignment?

- Books
- Encyclopedias
- Electronic encyclopedias
- Internet
- Library databases
- Magazines
- Newspapers
- Reference materials
- Other (Please specify) _____

Are there any restrictions? (e. g. No Internet sites, must have illustrations, no copies, etc.) _____

Would you like materials to be placed on a "Reserve shelf" for in-library use by your students? _____

How can we contact you if we have a question? (Please fill in phone numbers and email address.) Phone: _____

Fax: _____ E-mail: _____

Thank you for informing us of upcoming assignments. If you have further questions, please call the library at 731-587-3148, or email us at weldonlib@charter.net.