
Jefferson County Library - Assignment Alert Form

Fox Library
2103 Jeffco Blvd.
Arnold, MO 63010
Ph: 636-296-2204
Fx: 636-296-5975

Northwest Library
3033 High Ridge Blvd.
High Ridge, MO 63049
Ph: 636-677-8186
Fx: 636-677-8243

Windsor Library
7479 Metropolitan Blvd.
Barnhart, MO 63012
Ph: 636-461-1914
Fx: 636-461-1915

Please send this form or call the library at least one week prior
to assigning library research.

TOPIC OF ASSIGNMENT : _____

NUMBER OF STUDENTS WORKING ON THIS TOPIC : _____
(In case of assignments for an entire grade, please include the TOTAL number of students)

DURATION OF ASSIGNMENT : DATE ASSIGNED : _____ DATE DUE : _____

GRADE LEVEL OF STUDENTS : _____

SPECIFIC DIRECTIONS:

NUMBER OF SOURCES REQUIRED : _____
LENGTH OF COMPLETED REPORT : _____

TYPES OF MATERIAL WHICH ARE ACCEPTABLE :

<input type="checkbox"/> BOOKS	<input type="checkbox"/> ENCYCLOPEDIA	<input type="checkbox"/> VIDEOS
<input type="checkbox"/> PAMPHLETS	<input type="checkbox"/> REFERENCE MATERIALS	<input type="checkbox"/> CD – ROM
<input type="checkbox"/> INTERNET	<input type="checkbox"/> OTHER (DESCRIPTION) _____	

OTHER DIRECTIONS :

TEACHER (CONTACT PERSON) : _____

SCHOOL NAME : _____ TELEPHONE NUMBER : _____

BEST TIME TO CALL IF CLARIFICATION IS NEEDED : _____

EMAIL ADDRESS (OPTIONAL) : _____

****PLEASE FAX OR MAIL THIS FORM TO THE LIBRARY.****
YOU MAY ALSO CALL THE LIBRARY
WITH THE INFORMATION.