City of Downey

FUTURE UNLIMITED

LIBRARY

School Assignment Alert

Please send this form or telephone the information to the Downey City Library at least one week before a research assignment is given to your students. This allows the library staff-time to gather together some available materials on the assigned subject and hold it for library use only. Many times when the library staff is not alerted to an assignment, the first two or three students will check out all the material available, thereby leaving the remaining students frustrated and unable to complete their assignments.

1. Describe the assignment given to the students and/or enclose a copy of the assignment:

   _____

   _____

   _____

   _____

2. What materials may be used in the assignment?

   ☐ Reference Books ☐ Encyclopedias ☐ Periodicals

   ☐ Circulating Books ☐ Internet/Electronic Databases

   ☐ Other, please specify: _____

3. Can you suggest one or two titles or resources that would best fulfill this assignment:

   _____

   _____

   _____

   _____

4. Starting date of assignment:_____ Date Due:_____

   Size of class:_____

5. School:_____ Phone:_____

   Teacher:_____ Phone:_____

   Department:_____

   Course Name:_____

Please return the completed form and any other assignment materials to:

Children's Services, Downey City Library, 11121 Brookshire Avenue, Downey, CA 90241
Or FAX completed form to: (562) 923-3763
Or Call: (562) 904-7360 ext. 27
Or Email to: gorello@downeyca.org

08/2006