



Batavia Public Library

Youth Services Phone 630-879-4775
Adult Services Phone 630-879-4777
FAX 630-879-9118

ASSIGNMENT ALERT!

Please submit the following information prior to giving your students an assignment so that the Library staff will be better prepared to assist your students. Please attach a copy of the written assignment sheet, if possible.

Teacher's Name: _____

School: _____ Grade: _____

Email and/or Telephone: _____ Number of students: _____

Brief description of assignment or project: _____

Assignment begins: _____ Assignment ends: _____

Describe the kinds of material that can (or CANNOT) be used or if there are any specific resources you would like students to use.

Would you like us to hold materials for "In-Library Use Only"? _____

To submit this Alert Form:

- Complete and submit via the Batavia Public Library website (www.BataviaPublicLibrary.org)
- FAX to 630-879-9118 (Attn: Youth Services *or* Attn: Adult Services)
- Drop off at the Youth Services Desk or the Adult Services Reference Desk at the Batavia Public Library.