



Teachers' Handbook

Assignment Alert

Please send assignment alerts to the Youth Services Department at the Glen Ellyn Public Library before giving the assignment. This will allow us enough time to gather materials for your students. Receiving a printed copy of your assignment is extremely helpful, especially when a student forgets to bring it to the library.

School:	
Teacher:	
Phone:	
Email:	
Subject:	
Grade:	
Six of Group Doing Assignment:	
Date Assigned:	
Date Due:	
Assignment Description:	
Materials that may be used for the assignment:	<input type="checkbox"/> Books <input type="checkbox"/> Magazines <input type="checkbox"/> Encyclopedias <input type="checkbox"/> CD-ROMS <input type="checkbox"/> Internet
Should materials (if not part of our Reference Collection) be held for library use only?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the type and amount of material needed:	

If you have a printed copy of the assignment, please send it to:

Youth Services
Glen Ellyn Public Library
400 Duane Street
Glen Ellyn, IL 60137
Phone: 630-469-0879
Fax: 630-469-1086