

Fall

Dear Teacher,

With the start of the new school year I am sending this letter and the attached form in hopes that we at the Socorro Public Library can be of service to you and your students during the year. If you will just take a few moments when making your lesson plans and let us know about any class reports coming up it would help us have and keep the material on hand.

As you know there are students that come in the day of the assignment and then there are students that wait until the night before the report is due. If we know in advance we can pull the books on the subject and either limit the number checked out or place them on reserve so that the material is available for all the students.

We need basically the subject of the reports, such as states, and the date the reports are due.

You can notify us in several ways, call on the phone, fax us or e-mail us. Our phone number is 835-1114, our fax number is 835 – 1182 and my e-mail address is splyouth@adobelibrary.org .

We want to help make this a successful year for all concerned.

Thank you,

Jeanne Griffith, Youth Services Librarian

PUBLIC LIBRARY ASSIGNMENT ALERT

Teacher _____

Subject _____

Grade Level _____

Assignment Distribution Date _____

Due Date _____

Phone number _____

E-mail address _____

Have you visited the public library to see if we have the material to support this assignment? If not, we invite you to come investigate our resources.

Socorro Public Library appreciates your cooperation.

Phone: 835-1114 Fax. 835-1182 E-mail splyouth@adobelibrary.org