

FUTURE ASSIGNMENT NOTIFICATION FORM

Please contact Library staff before large assignments are made that involve research or borrowing library materials. We want to help your students successfully find what they need to complete your assignment. However, many times students are not able to tell staff exactly what is needed, other teachers have assigned similar tasks and materials are unavailable; or you may be assuming a breadth or depth of collection we do not have. With advance notice, unavailable materials may be obtained through inter-library loan, usually at no cost to the student. Contact Library staff for assistance with materials for any future assignment.

Further contact information can be found at <http://www.cmrls.lib.ms.us/BRANCHES.htm>

Fill out the assignment information form below & bring or fax to any CMRLS Library.

Teacher Name: _____ Phone or Email: _____

School Name: _____ Grade: _____

Class Subject: _____ Assignment Due Date: _____

Assignment Description: *(please be as thorough and descriptive as possible)*

Items you would like pulled or reserved for your class: *(subject matter, periodicals, etc. These may also include electronic resources or digital format, not just print materials.)*

Additional Instructions: *(length requirement, reading level, material format, etc.)*

Library staff will furnish your students with a signed and dated letter when Library print materials or online databases are unavailable; or inter-library loan material will not be available until after the assignment is due.

Flowood Library
PH 601-919-1911-----FAX 919-2135

Pearl Library
PH 601-932-2562-----FAX 932-3535

Brandon Library
PH 601-825-2672-----FAX 825-7094

Puckett Library
PH 601-824-0180-----FAX 824-0180

Pelahatchie Library
PH 601-854-8764-----FAX 854-8764

Florence Library
PH 601-845-6032-----FAX 845-4625

Reservoir Library
PH 601-992-2539-----FAX 992-7870

Richland Library
PH 601-932-1846-----FAX 932-1688

Sandhill Library
PH 601-829-1653-----FAX 829-1653

Forest Library
PH 601-469-1481-----FAX 469-5903

Morton Library
PH 601-732-6288-----FAX 732-6282

Sebastopol Library
PH 601-625-8826-----FAX 625-8826

Lake Library
PH 601-775-3560-----FAX 775-3560

Magee Library
PH 601-849-3747-----FAX 849-6609

Mendenhall Library
PH 601-847-2181-----FAX 847-2188

Harrisville Library
PH 601-847-1268-----FAX 847-1268

Mize Library
PH 601-733-9414-----FAX 733-9414

Polkville Library
PH 601-537-3115-----FAX

Raleigh Library
PH 601-752-4277-----FAX 782-4400

Taylorville Library
PH 601-785-4361-----FAX 785-6611