



Library Stamp

Date: _____

Dear _____ (_____ School):

Today, _____ of your class was at the Library working on the following assignment: _____

We are unable to assist your student for the following reasons:

- Assignment could not be made clear to us.
- Assignment called for circulating materials and others had already borrowed all such materials.
- We did not have the requested titles.
- Although we have some information on this topic, information in the depth requested is not available
- We do not have materials on this subject.
- We are attempting to borrow material from another library and expect the material to be in by _____.
- Reference materials on this subject have been damaged or stolen.

Please feel free to contact us before you give an assignment that involves research or borrowing library materials. We want your students to be successful in finding what they need for your class. However, many times your students may not be able to tell us exactly what you want, or other teachers have assigned similar tasks from other schools, or you may be assuming a breadth or depth of collection that we do not have.

For assistance, please contact the Branch Manager at your local public library.

Signature

Title

Printed Name