

Public Library **ALERT** Form



To: \_\_\_\_\_  
(Name of Public Library Contact)

FAX #: \_\_\_\_\_

From: \_\_\_\_\_  
(Name of School Contact)

School Fax: \_\_\_\_\_

Dear Public Library Media Specialist,

Students at \_\_\_\_\_ have begun a research project about  
\_\_\_\_\_  
\_\_\_\_\_.

The project start date is \_\_\_\_\_ and the anticipated end date is  
\_\_\_\_\_. These students are in the \_\_\_\_\_ grade and are  
working on this project for their \_\_\_\_\_ class.

You may wish to organize a special section to display media materials  
for this educational project. Any help you may offer to these students is  
greatly appreciated. Please contact the person below if you need  
additional information. Thanks for your help!

Contact \_\_\_\_\_ at ( ) \_\_\_\_\_ for more information.