

Mattituck- Laurel Library

PO Box 1437
Mattituck, NY 11957
631-298-4134

Teacher Notification Form

Date: _____

Dear Teacher:

Your student, _____, visited our library to obtain information for the following school assignment: _____.

We regret that we were unable to provide this student with all of the materials requested for the following reason(s):

_____ All circulating materials on this subject are in use due to heavy student demand.

_____ Materials requested are for reference use only/In-library use only.

_____ Materials are not owned by this library.

_____ Materials are not available for interlibrary loan.

_____ A reasonable search failed to locate suitable information.

_____ Material available is not suitable for student age/reading level.

_____ Further clarification of assignment is needed.

We have attempted to assist this student in obtaining materials by:

_____ Providing a substitute title for your approval.

_____ Interlibrary loaning material(s), which may take a week or longer.

_____ Offering a substitute title, which the student did not feel was permissible.

If you have any questions about our resources, please call. We strongly encourage the use of our School Assignment Notification Form by teachers.

Librarian's Signature: _____

Library stamp: