

Louisville Public Library

Teacher Notification Form

Dear Teacher:

Your student, _____, came to the library today. We regret that we were unable to fill the request for _____ because:

- _____ All circulating material on this subject was checked out.
- _____ Reference material on this subject must be used in the library or accessed on the Internet; your student could not stay at the library and did not have access to a computer elsewhere.
- _____ We did not find suitable materials on this topic after a reasonable search of our holdings or the Internet.
- _____ We need further clarification of the assignment in order to help your student.
- _____ We are unable to provide resources for your entire class.
- _____ Material on this topic is in heavy demand by other library patrons in addition to your students.
- _____ Other: _____

We respectfully request that you give us advance notice on assignments so that we may inform you about the availability of suitable resources in the library. Please feel free to contact the Youth Services Department for additional information.

Librarian

Date

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Louisville, CO 80027
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Fax: 303-335-4833
E-mail: brooksd@ci.louisville.co.us