



## LEDYARD PUBLIC LIBRARIES

P.O. BOX 225  
LEDYARD, CONNECTICUT 06339

Date: \_\_\_\_\_

Dear Teacher:

\_\_\_\_\_ came to the Ledyard Libraries today. We were unable to fill the request for \_\_\_\_\_

because:

1. \_\_\_\_\_ All materials on the subject are in use.
2. \_\_\_\_\_ A reasonable search failed to locate suitable materials.
3. \_\_\_\_\_ All materials on the subject must be used in the library.
4. \_\_\_\_\_ Further clarification of the question or topic is needed.
5. \_\_\_\_\_ We are unable to provide so much on one subject to so many students at one time.
6. \_\_\_\_\_ Materials on this subject are in heavy demand by other patrons not in this class.
7. \_\_\_\_\_ The assignment deadline does not allow time for interlibrary loan of material.
8. \_\_\_\_\_ Other \_\_\_\_\_

Please give us advance notice of assignments so that we may better serve the students. Enclosed you will find an "Assignment Alert" form which may be reproduced and sent to us when your students will be using the library for their assignments. We would welcome a call or visit from you.

Thank you.

Nancy Brewer  
Children's Librarian  
Ledyard Public Libraries  
860-464-9912  
Fax 860-464-9927

Bill Library – 718 Colonel Ledyard Highway – Ledyard, CT - (860) 464-9912 – Fax (860) 464-9927

Gales Ferry Library – 18 Hurlbutt Road – Gales Ferry, CT - (860) 464-6943 – Fax (860) 464-2208