**MEMORANDUM OF UNDERSTANDING**

The Suburban Library Cooperative herein referred to as “Library” and the Center Line Public School District herein referred to as “School” hereby enter into this Memorandum of Understanding as of the date indicated below whereby the School will provide the Library with names and identifying information for its students who desire to participate in the Virtual Library Card Program, under the following terms and conditions:

1. For any student who has not reached the age of 18 years or who has reached the age of 18 years, but has legally appointed guardian, the School shall provide evidence that the parent or legal guardian has been advised of the right to opt out of the Virtual Library Card Program and that the parent or legal guardian has agreed that the student may participate.
2. The School shall update the list of students twice each year to include any new students who are to be added to the Virtual Library Card Program and to identify any students who are no longer enrolled in the School, so those students may be removed from the Virtual Library Card Program.
3. Upon receiving the list of students who wish to participate in the Virtual Library Card Program and any required supporting documentation, the Library shall input the necessary information into the system.

Suburban Library Cooperative Center Line Public School District

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

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAMMY L. TURGEON

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_