Hello,

It’s time to update the Suburban Library Cooperative's Virtual Library Card records with your newest student data. Could you please send me your student update file at a suitable time so that we can update our systems before October 31st. Going forward, we would like to get a student update every Fall and late Spring so that all of your students are included.

As a reminder, the file should be sent in an excel spreadsheet with the following fields:

ID Number w/Prefix|Last Name|First Name|Birthdate YYYYMDD|School|Street Address| City,MI |Zipcode|Phone

Please let me know when I can expect your file. The Suburban Library Cooperative and your local public library are excited to continue to partner with you to provide digital resources for your students that assist them in their academic endeavors. Thank you for your support.

Sincerely,

Chris Frezza