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Sample Memo to Faculty**

Suggested Uses - Customize this memo with your library's name and the name of a library contact. Then circulate it to interested faculty and staff. You may wish to offer demonstrations of the service for teachers and their students.

DATE: (date)
TO: All faculty members
FROM: (your name and title)
SUBJECT: Web access to LexisNexis *Scholastic Edition*

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To access LexisNexis *Scholastic Edition*, [provide login instructions for your school].
For more information, contact: (name of library contact, name of library, e-mail or other address.)