Plainfield PUBLIC library

Data Change Form

Changes to LACES
May Only Be Made By Literacy Office Personnel

Client Name:_____   Client Library Card #:_____

Nature of Change: ☐ Contact Information /missing data ☐ Program Information

☐ Change in Schedule ☐ Attendance Note   ☐ Misc._____

Date: _____   Staff Member Reporting Change: _____

List specific information to be changed or entered: Where possible please indicate what it is to be changed from and the specific field in LACES.

_____

_____

_____

If Applicable: what is the cause for the change?

_____

_____

_____

Date and Time Resolved:_____   Resolved By:_____

Additional Notes:_____

_____

_____

Further Action Required? ☐ Yes ☐ No Describe:_____

_____

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