

APPLICATION FOR FACULTY/STUDENT ASSISTANT LIBRARY CARD

The library provides faculty/student assistant Library cards to faculty members who want their student assistants to be able to sign out library materials for them. The card is in both the faculty member's name and the student's name, but it is the faculty member who is responsible for all material signed out on the card. If you would like to have a card made, please fill out the form at the bottom of this page. The card will be sent to you through intercampus mail unless you specify otherwise. The student assistant should present this card when checking out items for your use. Please use discretion in allowing students to sign out books in your name. In the past, some students have abused this privilege and faculty members have had to pay for the replacement of unreturned materials that students took out for their own use.

For security reasons the card must be collected and returned at the end of the term for which it is valid.

You may also request that your student assistant be able to use the card to photocopy items for your use.

Form and questions in regard to faculty/student assistant cards should be addressed to Tracy O'Connor, Head of Circulation and Reserve, Box 20, Ext. 5795/5762, troconnor, or Bonnie Pulver, Circulation Specialist, Box 20, ext. 5761, bopulver.

In signing this form I am assuming responsibility for the return or replacement of all library materials signed out on the faculty/student assistant card authorized below. I am further assuming responsibility for collecting and returning the card to the Library at the end of the term for which it is issued.

Faculty signature _____ (Please write clearly) _____ (e-mail)

Box # _____ Phone _____

Student assistant _____ (Please print) _____ (e-mail)

Box# _____ Phone _____

May sign out materials in my name:

In Main Library _____ Art Library _____ Music Library _____
For A-Semester _____ B-Semester _____ Academic year _____ Summer _____

Copying privileges requested? Yes _____ No _____

Estimated number of copies requested _____

Preferred address for notices Faculty _____ Student _____
Box _____ Box _____
E-mail _____ E-mail _____