

Circulation Authorization

Introduction

Authorizing an assistant to use your ID allows the assistant to check out library materials in your name. The loan period and any fines or sanctions will be those that apply to you. You may authorize as many assistants as you require.

Please use one form for each individual. Attach a photocopy of your faculty ID. Your authorized assistant must present his or her ID for each transaction.

Faculty Information

Last name:

First name:

ID Number:

Department:

Telephone Number:

I authorize the following person to use my ID to check out library materials. I will assume responsibility for all materials charged out for me under this authorization, including replacement costs if the materials are lost or damaged.

My authorization expires on (Please specify date, but do not exceed one year.)

Authorization Exp. Date:

Signature:

Today's Date:

Assistant's Information

Last name:

First name:

ID Number:

Return this form to

Circulation Desk
1st floor
Edmon Low Library



Contact for information:

Johnny Johnson
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