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
I certify that the following individual will be checking out Library materials for me and my use:

________________________
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:
________________________
CWID:

RETURN THIS FORM WITH PHOTOCOPY OF FACULTY ID TO:
Circulation Desk
1st floor
Edmon Low Library

GET HELP
Text: 405-592-4128
Call: 405-744-9775
Email: lib-dls@okstate.edu

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