

# 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:

\_\_\_\_\_  
ID Number:

## Return this form with photocopy of faculty ID to

Circulation Desk  
1st floor  
Edmon Low Library

You're @ the  
library

Contact for information:

Johnny Johnson  
Phone: 405-744-9728  
Fax: 405-744-5183  
johnny.johnson@okstate.edu