

# 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.

Faculty/student assistants may use this card to order/check on Connect NY and traditional interlibrary loan (ILL) materials on your behalf. If you plan to have your student order traditional ILL materials for you, please establish a faculty research assistant ILLiad account. Instructions on how to set up this account are provided on the ILL webpage FAQ.

Please validate your faculty/student assistant library card at the circulation desk prior to making requests through Connect NY or ILLiad. ILL orders cannot be processed until the card has been validated.

**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.

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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 # \_\_\_\_\_ Department \_\_\_\_\_ 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/prints requested \_\_\_\_\_

Preferred address for notices Faculty \_\_\_\_\_ Student \_\_\_\_\_  
Box \_\_\_\_\_ Box \_\_\_\_\_  
E-mail \_\_\_\_\_ E-mail \_\_\_\_\_