AUTHORIZATION
by LaTech Faculty/Staff Member for Assistant
TO REQUEST/CHECK-OUT LIBRARY MATERIALS

Purpose:
On occasion, any member of the Louisiana Tech University Faculty or Administrative Staff may decide it is convenient to have her/his assistant (office, graduate or student) request and/or check-out books, articles, documents, and other materials from or through the University Library for and, thus, in the name of said faculty/staff member.

Library User Services is pleased to facilitate any such decision by a member of the University Faculty or Administrative Staff, on an academic quarter-by-quarter basis, as follows —

▪ When he/she decides to appoint her/his assistant as her/his agent for requesting/checking-out materials, the faculty/staff member must, each quarter, so notify the Library through the written form below before any materials are sought;

▪ As when he/she requests and/or checks-out library materials in person, the faculty/staff member who requests/checks-out materials by proxy (i) must at time of request have her/his current, valid Louisiana Tech University Identification Card presented and (ii) assumes full, sole, personal liability for each and every item requested/checked-out in her/his name; and,

▪ When an authorized assistant presents herself/himself at the Library Circulation Desk to request/check-out materials for a faculty/staff member he/she duly represents, the assistant must present both her/his LaTech ID Card and that of the faculty/staff member represented. The faculty/staff member may also wish to provide the Library with a signed list of the items her/his assistant is to request/check-out.

Authorization:

By Faculty/Staff Member: _________________________ For Quarter & Year: ____________

As a current member of the Louisiana Tech University Faculty/Staff with a valid University Identification Card, I hereby appoint my assistant _________________________ as my agent to request and/or check-out books, articles, documents, and other materials from or through the University Library, including without limitation from the Library’s collection and through InterLibrary Loan and any available document delivery service … for me, in my name, and for which I am and shall remain fully, solely, and personally responsible.

Dated: ________________ Signature: ______________________________________

Department: ______________________________________

User Services
Prescott Memorial Library
Louisiana Tech University
257-3555 Fax: 257-2447

9/01; 2/05; 1/11