

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