

**Prescott Memorial Library
Faculty Circulation Procedures
Unbound Periodicals**

If a faculty member would like to check out materials, a valid Tech ID must be presented to a Serials Department staff member before materials are checked out.

If a faculty member wishes to authorize a student assistant to check out material on their behalf, the following procedures must be followed:

1. An authorized form for the student must be filled out and kept on file at the 3rd floor Information Desk. Forms may be picked up at this location. Authorization is for one quarter only and the faculty member accepts full responsibility for the checked out materials.
2. Due to library staffing and periodical demand, check out hours will be between 7:30 a.m.-3 p.m. (M-F). During the summer quarter and during quarter breaks, hours and availability of materials may vary.
3. There is a two hour circulation period for unbound journals. Also, the maximum number of items that can be checked out at one time is five.
4. The student assistant must provide their valid Tech ID at the time they wish to check out materials. There are no exceptions.

These procedures are for unbound materials only; bound materials are checked out at the circulation desk. Please direct questions about checking out bound items to the circulation desk staff.

PLEASE PRINT CLEARLY

I authorize _____ ID# _____

to check out material for the _____ Quarter, 20_____.

I understand that by providing this authorization, I am accepting full responsibility for the material.

Faculty member's name/dept. _____

Faculty member's phone no. _____ Date _____

Faculty member's signature _____

Student's signature _____

Revised/approved 7/06