



DESIGNATED BORROWER AUTHORIZATION FORM

Designated (surrogate) borrowers may check out library materials for faculty members when specifically authorized to do so. Persons receiving a borrowing authorization must have their own access and/or borrowing privileges for the Library system so that they can enter the Libraries. The borrowing authorization card is not an access card and will not work in the Library turnstiles or door card readers. Faculty members are responsible for materials that are checked out to them by their authorized surrogate borrowers and faculty members are also responsible for returning these materials to the Library by their due date. Recall and overdue notices will be sent to the faculty member. All materials are subject to recall by another borrower.

I authorize \_\_\_\_\_ to check out materials from any division of the Heard Library system until \_\_\_\_\_ (date). I understand that I will be responsible for all library materials that are checked out for me. I will be responsible for returning materials by their due date or whenever they are recalled. I agree to pay any charges that may be incurred when materials are not returned by the due date, or if lost or destroyed.

\_\_\_\_\_  
*Signature of faculty member \**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty name (please print)*

\_\_\_\_\_  
*Faculty ID#*

Faculty campus address \_\_\_\_\_

\_\_\_\_\_

Faculty e-mail: \_\_\_\_\_

Surrogate e-mail \_\_\_\_\_

**Staff Use  
Only**

Assigned surrogate  
ID#

\_\_\_\_\_  
Date  
created \_\_\_\_\_

Staff \_\_\_\_\_

*\*Faculty member must have a patron record on file at the library before a surrogate card can be issued.*