



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)

last four digits of SSN

faculty campus address

faculty e-mail

surrogate e-mail

Faculty member must have a patron record on file at the library before a surrogate card can be issued. Call the service desk of your home library if you have any questions.

Central Library	322-2893	Divinity Library	322-6993
Music Library	322-7695	Eskind Library	936-1410
Peabody Library	322-8098	Law Library	343-8731
Owen Management	322-2970	Science & Engineering	322-2775

Staff Use Only

Assigned Surrogate ID # _____

Date Created _____

Staff _____

Professor _____

Expires _____