



UBC LIBRARY CARD APPLICATION FORM

For Faculty Authorized Users

UBC FACULTY MEMBER'S NAME:

_____ first _____ last

UBC FACULTY MEMBER'S BARCODE: # 29424 _ _ _ _ _

Please issue a Faculty Authorization card to the following person so that s/he may borrow Library materials and access services in my name for my UBC academic use.

AUTHORIZED PERSON

Name: _____
first last

Library Use Only
29424 _____

Who is my:

- Secretary
- Research assistant
- Research collaborator

This authorization expires:

- April 15th, 2018
- September 15th, 2018

Faculty member's statement:

I understand that this is a separate library card from my personal library card and that material signed out on it will not appear on my personal library account. I understand that any materials borrowed on this card are my responsibility and that use of this card is subject to the *UBC Library Loan Regulations*. I agree that if any item is lost or returned late, I will pay the resulting fine or charge. I also understand that my own borrowing privileges can be suspended if material borrowed on a Faculty Authorization card is not returned on time when requested by another borrower, or if other use of the card results in a suspension of privileges. I understand that it is my responsibility as an authorizing party to contact the Library if I wish to cancel an authorized card.

I would like the person receiving this card to receive all e-mail or other correspondence regarding use of this card, rather than myself. **Yes** **No**

UBC Faculty Member's Signature: _____

Dept or Faculty: _____

Phone: _____ **Date:** _____ (dd/mm/yyyy)

TO THE AUTHORIZED PERSON:

Bring this completed form along with 1 piece of photo ID to the Circulation Desk of the Walter C. Koerner Library, UBCO Library, Woodward Library or the Biomedical Branch Library.