

FACULTY AUTHORIZATION for RESEARCH ASSISTANT

Faculty Name _____

Department _____

Mailing Address _____

Phone () _____

Faculty Barcode _____

[14-digit WildCard number]

Research Assistant Information

Name _____

Authorized Borrowing Dates - From: _____ To: _____

I hereby assume full financial responsibility for replacement of all Library materials lost, stolen or damaged while charged to this card. I understand that all borrowed materials may be recalled at any time. I agree to assume responsibility for the return of all recalled materials on or before the date specified on the Recall Notice. I agree to keep the Library informed of my current mailing address. The Research Assistant specified above and myself understand that the RA card is to be used only to take out materials directly authorized by me for research and classroom use. It is not intended for the student's personal use. **BOOKS MAY NOT LEAVE THE CHICAGO METROPOLITAN AREA.**

Faculty Signature _____

Date _____

OFFICE USE ONLY

RA ID NUMBER

RA BARCODE

ONLINE INITIAL

PROXY BORROWING PRIVILEGES for RESEARCH ASSISTANTS

NU WildCARDS are non-transferable. Faculty members may not loan their NU WildCARDS to students, staff, or others for charging materials. NU students and staff SHOULD NOT use their own library accounts to borrow books for faculty members.

The Library Privileges office will issue proxy borrowing privileges to research and/or teaching assistants whom an NU faculty member has provided with a letter of authorization and acceptance of financial responsibility. The attached form may be used as authorization. Additional forms are available from Library Privileges.

The faculty member is ultimately responsible for all materials charged to his or her account for the dates specified. If no time period is specified on the authorization form, the proxy borrowing privileges will be issued for one quarter only. The maximum authorization period is one year at a time.

Potential proxy borrowers should present the completed authorization form and their own WildCARD to the Library Privileges office (Monday-Friday, 8:30 AM – 5:00 PM). Borrowers' cards will be modified to allow borrowing on behalf of the authorizing professor. All of the authorizing patron's privileges and restrictions will apply to books borrowed on their behalf.

Proxy borrowers should present materials at the checkout desk and specify that they are to be charged out to the appropriate authorizing faculty member. Borrowers may confirm that materials are charged correctly by noting the authorizing patron's name printed on date due slips. **Any notices of overdue or recalled books will be sent to the faculty member, who is responsible for any late fees or fines incurred.**

If for any reason the authorization is terminated before the date specified, Library Privileges must be notified (847-491-7617). If the card is lost, the loss should be reported immediately. The faculty member is responsible for all materials charged to their account up until the time cards are reported lost, or authorization is terminated. Once reported, lost cards will be blocked to prevent fraudulent use.

It is possible to authorize a research assistant who does not have a current WildCARD. The same application form may be completed, and presented with an alternate form of ID. Contact the Library Privileges office for details.

02.03.2005