

POLICY ON APPOINTING FACULTY ASSISTANTS

Effective Date: December 14, 2009 **Originating Office:** Library Administration

Supersedes /Amends Policy dated: March 22, 2007 **Policy Number:** LA-5

PREAMBLE

It is recognized that faculty members may wish to appoint a student, family member or other representative to carry out library loans on their behalf.

The Libraries, therefore, facilitate this process by providing a special library card to individuals who are duly appointed as Faculty Assistants. This card is issued solely to enable the appointed Faculty Assistant to borrow material on behalf of the faculty member according to that faculty member's library privileges.

Faculty members must expressly appoint individuals to act as their Faculty Assistants, as described below. Persons officially hired to support faculty members (e.g. *Research Assistants, Teaching Assistants, Lab Assistants, Secretaries*) are not permitted to borrow library materials on behalf of faculty members, unless expressly appointed as Faculty Assistants.

Please note that no person is permitted to borrow library material by presenting the personal identification of another person; and no person may authorize the use of their own Concordia University ID card by another person.

POLICY

1. A faculty member may appoint an individual to act as a Faculty Assistant to borrow library material on the faculty member's behalf. More than one individual may be appointed.
2. A Library Privilege Card is issued to each Faculty Assistant for identification purposes only. The sole privilege which this card extends to the Faculty Assistant is the privilege of borrowing library material on behalf of the designated faculty member; this includes placing of holds at Circulation Desks and picking up of holds placed either by the faculty member or the Faculty Assistant. All transactions made by the Faculty Assistant are made according to the privileges of the designated faculty member.
3. A Faculty Assistant may also be a registered primary or extramural library user in their own right, i.e. may hold a Concordia University ID or other Library Privilege Card. In such cases, library materials borrowed on behalf of a faculty member must be borrowed with, and only with, the library card issued for that purpose.
4. Each Library Privilege Card issued to a Faculty Assistant shall be valid for a period of up to 1 year, as specified by the faculty member.
5. To appoint a Faculty Assistant or to renew an appointment, the faculty member must complete and sign the *Faculty Assistant Appointment Form*, and submit the form in person at the library. Both the Faculty member and the Faculty Assistant must present valid personal identification at the time of application.

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6. A Faculty member assumes full responsibility for all library transactions made by her/his appointed Faculty Assistants. The faculty member retains sole access to her/his record of loans.
7. When borrowing, Faculty Assistants must present the Library Privilege Card and valid personal identification.
8. Upon borrowing, a Faculty Assistant receives a *Date Due* notice indicating when the borrowed material must be returned to the library. No further notification or information relating to the faculty member's library transactions is given to the Faculty Assistant. Failure to receive a *Date Due* notice, or any other library notice, does not absolve the faculty member from any responsibilities, fines or sanctions established by library policy.

Questions, Comments or Complaints

9. Questions, comments, or complaints about this policy or its application should be addressed to the Library Administration:

by email:

libadmin@alcor.concordia.ca

or by mail to:

Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Montréal, Québec
H3G 1M8