

Concordia University Libraries

Faculty Assistant Appointment Form

Please note: Part time faculty members who are not currently teaching at Concordia are not eligible for this service.

I, the undersigned, _____,
[faculty member's name]

of _____ [department] _____ [Concordia ID number] _____ [email address]

hereby appoint _____, _____,
[assistant's name] [assistant's relationship to you]

of _____,
[assistant's home address]

to act as my Faculty Assistant for the purpose of borrowing library materials on my behalf from the Concordia University Libraries, in accordance with the *Concordia University Policy on Appointment of Faculty Assistants (LA-5)*, for the period ending (maximum 1 year) _____; and
[yy/mm/dd]

I accept sole and complete responsibility for the return of all library materials borrowed in my name by this Faculty Assistant, and for any charges which may arise, in accordance with the *Concordia University Policy on Overdue and Lost Material*.

Signature: _____ Date: _____

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.

FOR OFFICE USE ONLY

ID presented by Faculty Assistant: _____

Barcode Number Assigned: _____

Date of Issue: _____ Staff member's initials: _____

Concordia University Libraries Policy on Appointment of Faculty Assistants

Please note: Part time faculty members who are not currently teaching at Concordia are not eligible for this service.

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.
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.

December 2009