

Letter of Introduction for CEGEP Students to Borrow from Concordia University Library

To be filled out by Librarian at home institution and printed on your institution's letterhead

Please grant Library Privileges for a **one-time borrowing transaction of up to a maximum of 5 items** from Concordia University Library to the following student. See following page for privileges:
<http://library.concordia.ca/help/users/external/borrow.php?guid=loans-alumni-etc>

Student name: _____

ID number: _____ Email: _____

Subject area of interest: _____

Required for the following semester (Fall, Winter, Spring/Summer): _____ Year: _____

The home institution will take full responsibility for any library transactions conducted by the student named above during the prescribed period.

Librarian Name: _____

Librarian Signature: _____ Date: _____

Librarian email: _____

Contact person, position and email should fines be incurred (ex: Circulation Department):

Name: _____ Position: _____

Email: _____

The student is asked to present this form duly filled-out and signed, along with a valid I.D. from the home institution, to the Circulation Desk of either Vanier or Webster Libraries at Concordia University.

Other Conditions of Loan:

- **This letter can only be used once to borrow up to 5 items.** Each item can be renewed 3 times.
- Once presented, the letter is subsequently retained by Concordia University Library.
- A new letter is required to borrow an additional 5 items.
- **In cases where Concordia University Library is unable to collect the charges incurred by borrowers within a reasonable period of time, a copy of the charges together with a copy of the items borrowed will be sent to the patron's home institution twice a year, i.e., December 1 and April 15. Once a bill is generated and submitted to the patron's home institution, patrons must resolve the charges with the home library.**