

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 email 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*. 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.

Expiration Date

Full-time faculty members: card is valid for maximum one year (expires _____)
[yy/mm/dd]

Part-time faculty members: card is valid while teaching at Concordia, for a maximum of one year. Please check which term(s) you are currently teaching:

- Fall Semester Year: _____
 Winter Semester Year: _____
 Fall/Winter Semester Year: _____
 Summer Semester Year: _____

FOR OFFICE USE ONLY

ID presented by Faculty Assistant: _____

Barcode Number Assigned: _____

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

Policy on Appointment of Faculty Assistants

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 (where eligible).
5. To appoint a Faculty Assistant or to renew an appointment, the faculty member must complete and sign the Faculty Assistant Appointment form. The Faculty Assistant must present valid personal identification in person at the library at the time of application, as well as the signed Faculty Assistant Appointment Form.
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. Any further courtesy notices will be sent to the faculty member's email. 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.