

# Letter of Introduction for CEGEP Faculty 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 from Concordia University Library to the following faculty. See following page for privileges: <https://library.concordia.ca/help/circulation/borrowing.php>

Faculty name: \_\_\_\_\_

ID number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**The home institution will take full responsibility for any library transactions conducted by the faculty 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 faculty 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 will be retained by Concordia University Library.
- A new letter is required each time a new Concordia University Library Privilege Card is issued. The Library Privilege Card is valid until the end of the term; expiry dates are Dec. 21 for the fall semester, Apr 21 for the winter semester and Aug 21 for the spring/summer semester.
- **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.**