

# Authorized Borrower Card Application

An Authorized Borrower Card permits a faculty member's assistant to borrow material and pick up books and microfilm provided through Interlibrary Loan from the University of Delaware Library on behalf of the faculty member. All Authorized Borrowers need to have their own valid University of Delaware ID card and be at least eighteen years old. The faculty member accepts responsibility for returning or renewing all library material when it is due, and agrees to pay the replacement cost for lost or damaged material.

To check out materials on the faculty member's library account, the Authorized Borrower must present the enclosed card in addition to his or her University of Delaware ID card. The Authorized Borrower can check out library materials in all formats, with loan periods that correspond to the faculty member's borrowing status. Information about the faculty member's library account (such as a listing of all books currently checked out to the faculty member) will not be shared with the Authorized Borrower; however, the faculty member can request the creation of a separate ILL account that can be viewed by the faculty member and all Authorized Borrowers.

Authorized Representative:	UDelNet ID:
Faculty Name:	Phone:
Department:	UDelNet ID:
Provide authorized borrowing privileges to the cardholder through: <input type="checkbox"/> Summer 2019 <input type="checkbox"/> Fall 2019 <input type="checkbox"/> Winter 2020 <input type="checkbox"/> Spring 2020 <input type="checkbox"/> Summer 2020 (One year maximum. Check off the academic term and indicate year.)	
I request the creation of a separate ILL account which can be accessed by me and my Authorized Borrowers: <input type="checkbox"/>	
Faculty Signature:	Date:
<b>DO NOT WRITE BELOW THIS LINE</b>	



## Authorized Borrower Card Confirmation

This card expires on

The authorized representative \_\_\_\_\_ is authorized to  
borrow library materials for use by \_\_\_\_\_.

The representative must present the enclosed card, along with valid University of Delaware ID card, when charging materials on the faculty member's behalf.

THE AUTHORIZED BORROWER CARD MAY NOT BE USED TO CHARGE MATERIAL FROM THE RESERVE ROOM.

Card Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_