



Horace W. Sturgis Library

* FACULTY EXTENDED BORROWING PRIVILEGES AUTHORIZATION FORM

DATE: _____

DEPARTMENT: _____

NAME: _____

The above mentioned person(s) has/have been granted permission to borrow or retrieve KSU materials and/or GIL Express books at my request, using my KSU ID card.

If materials borrowed are from the Interlibrary Loan office, authorization for others to pick up materials must be approved by the Interlibrary Loan office. (illoan@kennesaw.edu or (470) 578-6002)

The above mention person(s) has/have my authorization for the semesters checked below:

____ Entire Academic Year (Fall, Spring, Summer Semesters)

____ Fall Semester

____ Spring Semester

____ Summer Semester

Faculty Member Name (Please Print) _____

Faculty Member Signature & KSU # _____

Please submit the completed form to the Sturgis Library Information Desk or send via campus mail to Sturgis Library Access Services, MD#1701.

**Per section III of the Code of Ethics of the American Library Association "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*

<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

8/1/14