CHECK-OUT AGREEMENT BETWEEN FACULTY AND INGRAM LIBRARY

I hereby give permission for _____,

Student Assistant's name

who is my student assistant during academic term_____,

Example: Spring '05

to check out library materials on my UWG identification card for my use. In consideration of this arrangement, I agree to the stipulations below and will not contest any charges that are made on my library record. Furthermore, at the end of each academic year, I agree to pay for any items charged to my account that have not been returned or for which otherwise cannot be accounted.

_____ _____

Faculty name printed *Faculty signature*

- An agreement form must be completed **each academic term**.
- Faculty members may send the form to Circulation via email, student assistant, campus mail, or in person. However, if the form is not brought in by the faculty member personally, we will be required to obtain a phone verification before anything may be checked out under the agreement.
- Faculty members are encouraged to periodically check their account online to verify items checked out and due dates.

Circulation use only

Phone verification needed? YES / NO (circle one)

Circulation employee who obtained phone verification initial here _____