

Authorization to Borrow Form

Thomas F. Holgate Library



Bennett College faculty and staff may authorize students or other employees of the College to borrow materials on their library accounts.

- Faculty or staff must fill out an **Authorization to Borrow Form** and send it to the library with their authorized borrower.
- The authorized borrower must present a completed **Authorization to Borrow Form** and his or her own Bennett College picture ID when borrowing materials.
- Borrowed items will be checked out on the authorizing faculty or staff member's library account. The authorizing faculty or staff member is responsible for all fines and fees associated with items checked out to an authorized borrower.
- ***Please contact the library in advance to verify the authenticity of your signature. Otherwise, processing of your request may be delayed. Borrowing requests will not be honored without verification of your signature.***
- All semester-long authorizations expire at the end of the current semester.

Authorizing Faculty/Staff Information

Faculty/Staff Name: _____ Dept: _____

Bennett Email: _____ Phone: _____

Authorized Borrower Information

Authorized Borrower Name: _____

Classification (Circle One): Faculty Staff Student Other: _____

Authorization Type (Initial One)

- One-time authorization
 Semester-long authorization

Authorizing Faculty/Staff Signature

Signature

Date