10-19-2017

Guideline: Graduate or Teaching Assistants Borrowing on Behalf of Faculty Members

Nelson Poynter Memorial Library.

Follow this and additional works at: http://digital.usfsp.edu/npml_lib_guidelines

Part of the Library and Information Science Commons

Recommended Citation
http://digital.usfsp.edu/npml_lib_guidelines/28

This Other is brought to you for free and open access by the Library reports, guidelines, and instructional materials at Digital USFSP. It has been accepted for inclusion in Library Guidelines by an authorized administrator of Digital USFSP.
Graduate or Teaching Assistants Borrowing on Behalf of Faculty Members

Borrowing Options:

(1) USFSP faculty may loan their ID card to a graduate/teaching assistant to borrow library materials. The graduate/teaching assistant must present both the faculty member’s ID card and their own when borrowing materials. A letter of authorization on USFSP letterhead, or an email from a faculty member’s official email address, is required in order for the graduate/teaching assistant to borrow on behalf of the faculty member.

(2) The USFSP Proxy Card allows graduate/teaching assistants to borrow materials for faculty members at all University of South Florida Libraries. The card is issued in addition to the main USFSP identification card; it does not substitute for it.

In applying for borrowing privileges, the faculty member assumes full responsibility for all materials loaned to the graduate/teaching assistant. Any fees associated with these borrowing privileges, including those for lost, damaged, and overdue recalled items, are the responsibility of the faculty member.

Faculty member and graduate/teaching assistant agree that:

- Card is not transferable to any other graduate assistant
- Materials will be renewed or returned on or before the due date
- Recalled books will be returned immediately for use by other patrons
- Changes of address will be reported immediately to the USFSP Nelson Poynter Library Circulation Desk.

How to Apply:

Faculty and graduate/teaching assistants may apply for a Proxy Card after either a letter of authorization or an official USF email has been provided by a faculty member. Once either a letter or an email has been received, a member of Access Services will contact you either via email or phone to schedule an appointment to set up a Proxy Card.

Cards expire at the end of each semester, and may be renewed each fall, spring, and summer. The graduate assistant may bring a letter on USFSP letterhead from the faculty member asking for renewal of the card.