

## APPLICATION FOR DEPUTY BORROWER PRIVILEGES

Deputy Borrowers are students/TAs permitted to check out library materials for a faculty member. Materials handled by Deputy Borrowers are checked out to the faculty member's RISD ID card. Deputy Borrowers must show their RISD ID card in order to check out items for faculty. Each faculty member may have only one Deputy Borrower at a given time.

### STUDENT/TA PLEASE FILL OUT THE FOLLOWING:

Name \_\_\_\_\_

RISD Box Number \_\_\_\_\_

Phone number \_\_\_\_\_

### FACULTY PLEASE READ, FILL OUT, AND SIGN THE FOLLOWING:

I would like to designate the student/TA named above as my Deputy Borrower, enabling her/him to check out library items for my use. I accept full responsibility for all materials borrowed by my Deputy Borrower in my name.

Name \_\_\_\_\_

Department \_\_\_\_\_

Phone extension \_\_\_\_\_

Email: \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

Expiration Date (end of student/TA responsibilities) \_\_\_\_/\_\_\_\_/\_\_\_\_

ID Barcode # (located on the back of your RISD ID card) \_\_\_\_\_

***Return this form to RISD Library Circulation desk or fax to (401)709-5903.***

Staff use: "**Deputy Borrower** name of student/TA **exp** mm/dd/yy initials" entered in message field of Millennium of Faculty members record initials\_\_\_\_\_date\_\_\_\_\_.

In Millennium, click on **Edit**, then **Insert**, type message, click on **Save**.  
File application at Circulation Desk.