



# Libraries

## Authorizing Others to Borrow in Your Name (Northeastern Faculty only)

You may allow others to borrow books in your name. As with all other items in your account, you are responsible for any charges. Please complete the form and return it to the Circulation Desk at 150 Snell Library. A **temporary ID card** will be created for the added borrower. This ID will be held at the Circulation Desk and can be picked up the next **business day** after this form is submitted.

Due to constant turnover of staff and students at the University, please include an **expiration date** after which the authorization becomes invalid. This form will be kept on file at the Circulation Desk and will be disposed of when it becomes invalid. If you have any questions, please call the Circulation Desk at ext. 8778 and ask to speak to a supervisor.

Thank you for your cooperation.

### **Please Print**

Today's Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Library Barcode #: 29358 \_\_\_\_\_

Your NU ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **I hereby authorize:**

Name: \_\_\_\_\_

Library Barcode #: 29358 \_\_\_\_\_

NU ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **to borrow library materials in my name.**

This authorization expires on: \_\_\_ / \_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

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### **For Library Staff Use Only**

Barcode # on Temporary ID: 29358 \_\_\_\_\_