

Authorization of Academic Support or Student Assistant

General Guidelines

Academic Support and student assistants perform a variety of Libraries-related tasks for faculty members. We offer two levels of authorization for these activities:

1. Authorized assistants

Authorized assistants may do the following:

- Check out materials
- Place materials on reserve
- Use the Libraries' departmental copy codes

Upon receipt of this signed form, we will add a note to the patron record of an authorized borrower stating that he or she has library privileges for you; we will verify it each time the authorized borrower does library tasks for you. ****Please note: We will not give your Pioneer One-Card number to anyone, you will need to provide this number to your authorized borrower. We suggest that you write your number down on a separate sheet of paper and that you not give your Pioneer One-Card to your authorized borrower. Please do not ask your authorized borrower(s) to check library materials out for you using their own Pioneer One-Cards. At the end of each semester, each library patron is considered to be responsible for all library materials listed on his or her patron record. Fines will not be waived for overdue library materials that were checked out for other patrons.**

2. Proxy Electronic Access

Faculty can authorize creation of a proxy electronic account and password, which you can share with your assistants. Your assistants can log into your library account with this username and password. This will allow access only to your library account, not your email, Pioneer Web account, or any other college accounts. Activities that can be completed include:

- Requesting ILL items in the name of the faculty member*
- Renewing books online for the faculty member
- Viewing the items the faculty member has checked out

How to Authorize an Academic Support or Student Assistant

Print out this web page, fill in the blanks below, sign and bring to the Burling Circulation desk. For questions, please contact Micki Behounek (x3354 or [behounek]).

Faculty name: _____

Department _____

_____ (Name of authorized academic assistant or student) is authorized by me to do any of the library activities listed in point # 1 above for fall/spring/summer (circle one) _____ (year). *(Note: Student Assistants need to be re-authorized each term; ASAs will remain authorized until further notice.)*

☐ Yes ☐ No Please set up proxy electronic access to my library account. After receiving the username and password, I will share this with my assistants as needed. I understand that this will enable them to view my library account, including my checked out items.

*** To allow ASAs to pick up interlibrary loan requests you must also authorize the ASA on your User Information page in the ILL program.**

Signed _____ Date _____