

Cooper Union Library

Additional Borrower Authorization Form

Policy Governing Additional Borrowers

An Additional Borrower is a designee who you sponsor to borrow library materials on your behalf. To sponsor an Additional Borrower, you must be a full-time Cooper Union faculty member currently registered and in good standing with the Library. Your Additional Borrower must have a valid Cooper Union ID card.

Your Additional Borrower may check out materials, renew, place holds or recalls on materials on your behalf by presenting his or her valid Cooper Union ID card at the Circulation Desk. Because library circulation records are protected by law, your Additional Borrower will not have access to your library account information unless you sign the Authorization Statement at the bottom of this form.

As the Faculty Sponsor, you are responsible for the fines and fees associated with materials checked out by your Additional Borrower. Library notices will be mailed to you, not to your Additional Borrower.

Please specify an expiration date, not exceeding one full academic year, for your Additional Borrower. To extend Additional Borrower status beyond this, you must renew your sponsorship by submitting another authorization form when the expiration date is approaching.

Faculty Sponsor Information:

Name: _____ IDN: _____
Last name, First name

School/Dept.: _____ Cooper Union Telephone: _____

Additional Borrower Expiration Date: _____

Signature: _____ Date: _____

Additional Borrower Information:

Name: _____ IDN: _____
Last name, First name

Signature: _____

Optional Section:

I authorize the Additional Borrower above to have full access to the information in my library record.

Faculty Signature: _____

FOR LIBRARY USE ONLY: Date Rec'd: _____ Processed by: _____