



## The Valley Library Authorized Borrower Application

The Valley Library provides authorized borrower service for OSU faculty. This service allows faculty to authorize another person to charge items to the faculty member's account.

- Only OSU faculty members may authorize agent borrowers.
- This application is submitted to Circulation by the faculty member with OSU ID.
- Designated authorized borrower must have photo identification at time of checkout.
- Authorization will expire when faculty members library record expires or upon request by faculty to discontinue authorization.

If you have any questions concerning this program, please contact the Circulation at (541) 737-2538 or by e-mail at [valley.circ@orst.edu](mailto:valley.circ@orst.edu).

Date: \_\_\_\_\_

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

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

*(Original Signature Required)*

Name of Authorized Borrower: \_\_\_\_\_

Date Preauthorization Expires: \_\_\_\_\_

**Office Use Only**

Record updated by: \_\_\_\_\_ Date: \_\_\_\_\_

(06/28/06 blf)