

Kraemer Family Library Research Assistant Request Form

UCCS faculty and staff may request to have a Research Assistant account established for students who are conducting research for them and need to check-out and/or request KFL and Prospector items on their behalf.

Please note that:

- All borrowing privileges including circulation periods will be the same as for faculty checkouts.
- Research Assistant accounts are intended to be used for individuals performing work on your behalf and are not for their own personal use.
- As the authorizing faculty/staff member you are responsible for all items checked-out to the research assistant. This includes paying any lost/damaged books charges incurred on the account.
- Research Assistants must present both their Research Assistant Library Card *and* a valid picture ID (e.g. a UCCS ID card, driver's license, passport, military ID) when picking-up items or requesting items under one of these accounts. Under no circumstances are patrons allowed to check-out items without presenting a valid picture ID.
- Research Assistant cards will expire at the end of the semester, and a new request must be made each semester.

Requests to establish Research Assistant accounts must be submitted in-person by the faculty/staff member and the designated Research Assistant at the Library's Main Circulation Desk.

Faculty/Staff Information

Your Name: _____

Your office building and room number: _____

Your Employee ID Number: _____

Your email address: _____ Your Phone Number: _____

Research Assistant Information

Their Name: _____

Their email address: _____ Their Phone Number: _____

Please have notices regarding items on this Research Assistant account sent to (check one):

Me _____ My designated Research Assistant _____

As the requesting faculty/staff member, I...

Initial

_____ Have instructed the person named above that their Research Assistant Account is to be used only for work assigned by me and is not for personal use.

_____ Assume responsibility for all liabilities incurred by the misuse of these privileges including charges for materials lost or damaged.

Signature _____ Date: _____