



University of San Diego

COPLEY LIBRARY

I Authorize my research/graduate assistant to check-out materials under my name.

Faculty Name _____

Faculty ID Number _____

Faculty Barcode _____

Faculty Department _____

Faculty Phone # _____

Limitations/Remarks _____

Research/graduate assistant name _____

Faculty Signature _____ **Date** _____

If you wish to send your research /graduate assistant to the Library to retrieve or order materials under your name, that student must:

1. Present their own ID card and
2. Present your current ID or a legible photocopy thereof and
3. Present this authorization note dated and signed by you identifying the student as your research/graduate assistant. This is to protect your name from being used by students without your authorization.