



Visiting Scholar Library Card Application

Library approval of this application provides borrowing privileges for Copley Library circulating materials. Access to all other Copley Library resources is outlined in the Visiting Scholars Loan Policy on the Copley Library website. Incomplete applications will be delayed in processing. Please return completed form to the Access Services desk in Copley Library or email to clcirc@sandiego.edu.

Visiting Scholar Name (PRINT) _____

Dates of Visiting Appointment (REQUIRED) ___/___/___ TO ___/___/___

Email Address _____ **Phone Number** _____

Local Address _____

Permanent Address _____

Employer Name & Address _____

Visiting Scholars Must Read and Sign the Following:

I agree to comply with the rules and regulations of Copley Library and to be responsible for charges incurred for overdue, lost, or damaged material. In the event my library card is lost or stolen, I understand that I am responsible for charges on it.

It is my responsibility to notify Copley Library if I have a change of name or address or visiting status. I understand there is no charge for recording the new information, and I will continue to use the same Copley Library card.

Signature of Applicant _____ **Date** ___/___/___

To Be filled out By Dean/Director/Chair of Sponsoring Department:

I confirm that the individual listed above is affiliated with on campus academic activities at the University of San Diego.

Name (PRINT) _____ **Title** _____

USD Department _____ **Phone** _____

Signature _____ **Date** ___/___/___

FOR LIBRARY USE ONLY:

DATE RECEIVED ___/___/___

(P-TYPE=001 P-CODE=___ ID # _____) SPONSORSHIP LETTER ATTACHED? **Y N**

Approved by _____ Date ___/___/___ Card Expires on ___/___/___

Issued by _____ Issued Date ___/___/___ Notes: