

University Libraries Material Delivery Authorization Form

The University of Akron University Libraries

Faculty/Staff Request for Main Campus Office Delivery of Library Materials (including OhioLINK and Interlibrary Loan Materials)

I authorize The University Libraries to check out Bierce Library, Science & Technology Library, OhioLINK, and/or Interlibrary Loan materials in my name. I authorize the library, library employees, and library student assistants to deliver the materials checked out to me to my department or administrative office. If my office is located in an area that does not permit access, I authorize the materials to be delivered to a department mailbox and/or administrative assistant. I will provide information detailing where to deliver items using the form below. **I ACCEPT RESPONSIBILITY FOR ALL MATERIALS CHARGED OUT IN MY NAME AND DELIVERED TO MY OFFICE.**

Please completely fill in the bottom portion of this agreement. If you have questions, please call Bierce Library Circulation at 330.972.5355.

Last Name, First Name, Middle Initial:	Status: Faculty_____ Staff_____ Full Time_____ Part Time_____
Employee ID:	E-Mail Address:
Department Name:	Department Phone:
Deliver To Building Name:	Deliver to Room Number:
Signature:	Date:

**Sign, print, and return in person to Bierce Library or Science & Technology Library or
Scan and email a signed copy to circ@uakron.edu**

Library staff use:

Date Entered_____ Initials of operator_____