



To:

From: Virginia Martin  
Circulation Manager

Re: Complimentary Research Associates and Temporary Staff

Library policies require that the sponsoring department guarantee the return of any library materials borrowed by complimentary research associates and temporary staff before extending borrowing privileges. The privileges available to complimentary research associates and temporary staff are:

- 15 books
- four week loan period
- 10 renewals
- fines of \$.25/day/overdue item, and \$1.00/day if item is recalled

By signing below, your department assumes financial responsibility for the materials borrowed. This responsibility includes fines and replacement costs for lost materials.

\_\_\_\_\_ has requested circulation privileges at Fondren Library. Please indicate your department's acceptance of financial responsibility by signing below. You may also specify an expiration date for these privileges. A copy of this agreement will be returned to you.

\_\_\_\_\_ (name)

\_\_\_\_\_ (title)

\_\_\_\_\_ (date)

\_\_\_\_\_  
Expiration date