To:

From: Virginia Martin
Circulation Manager

Re: Complimentary Research Associates, Temporary Staff and Visiting Scholars

Fondren Library policies require that the sponsoring department guarantee the return of any library materials borrowed by complimentary research associates, temporary staff and visiting scholars before extending borrowing privileges. The privileges available 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 for overdue materials and processing 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 upon request.

____________________

(name of person authorized to accept responsibility for department)

_________________

(title)

_________________

(date)

Expiration date for Fondren Library privileges