



DESIGNATED BORROWER AUTHORIZATION

We are pleased to offer this service which allows you to designate one other person who is authorized to use your library card on your behalf. This privilege is available to SFU students, alumni, faculty, and staff. You are responsible for any use the designated borrower makes of your card and any overdue items, late charges, damage or loss of library material. This authorization is valid until the expiry date of your card or until you inform the library of a change in or end to this designated borrower authorization.

The designated borrower must present your library card plus a piece of their own picture ID when picking up holds or borrowing library material.

Please complete the authorization below:

I hereby authorize \_\_\_\_\_

to use my library card on my behalf. I understand that I am responsible for all use of my card, including items borrowed, damaged, marked or lost, and all charges incurred from the use of my card. I am responsible for informing the Library of any change in or termination of this authorization by contacting Library Loans at [circadm@troy.lib.sfu.ca](mailto:circadm@troy.lib.sfu.ca)

Name of cardholder: \_\_\_\_\_

Library barcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of designated borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only
Application complete? \_\_\_\_
Note on library record? (Designated borrower Firstname Lastname Date Location Staff initial) \_\_\_\_
Patron present? \_\_\_\_ Email confirmation sent? \_\_\_\_
Staff initial \_\_\_\_