

Interim Sessional Staff Library Membership

University of Alberta Libraries
Edmonton, AB T6G 2J8

To University of Alberta, Library Services:

This letter is to indicate that the individual identified below will be a sessional instructor commencing on:

Date:

In the interim the indicated person in this letter will require library privileges in order to prepare for their duties on the indicated start date. The Faculty/ Department of request that the person indicated in this letter is granted normal library privileges consisting of the Academic Client Library Card. Such privileges that should be included are:

- An unlimited number of items may be borrowed currently.
- The basic loan period for most materials is one term. Term loans can be recalled after two weeks.
- Periodicals may be borrowed for four days.
- See <http://www.library.ualberta.ca/circulation/finest/index.cfm> for current information regarding Fines and Lost Book charges.

The named person will be held solely responsible for complying with any and all Library Loan guidelines.

Name:

Position:

Employee ID:

Department/Faculty:

Start Date of Library Privileges:

End Date of Library Privileges:

Name of Dean/Chair:

Department/ Faculty:

APPROVAL

Date

Signature of Dean / Chair

Print Name