

Permission for Students to Check Out Materials for Faculty/Staff

Please print, complete and sign both copies, and return both copies to the Swem Library Circulation Desk for approval.

STUDENT'S COPY:

Permission for Students to Check Out Materials for Faculty/Staff Swem Library/College of William and Mary

Student's name _____ (please print)
has my permission to check out materials for me from the Swem Library during this current semester using my faculty/staff ID number. I understand that I am responsible for the return of the material to Swem and will pay replacement costs for any materials that are lost.

Faculty/Staff name _____ (please print)
Department _____ Faculty/Staff W&M ID card # _____
Work phone _____ Email _____
Faculty/Staff signature _____ Date _____

Approved by _____ Date _____

Expires (end of current semester): _____

SWEM LIBRARY'S COPY:

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College of William and Mary, P. O. Box 8794, Williamsburg, VA 23187-8794

Circulation Department: (757) 221-3072 or swcirc@wm.edu

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