UNIVERSITY OF LOUISVILLE®

UNIVERSITY LIBRARIES

High School Request for Students' Temporary Borrowing Privileges

Please attach on school letterhead, an alphabetical list of authorized students' names and return with this form to Dept. Head, Circulation and ILL, Ekstrom Library, Circulation Dept. University of Louisville, Louisville, KY 40298. Or fax to 852-8753.

School Name: _____

School Address: _____

Email of Sponsoring Teacher: _____ Phone_____

Date privileges expire: _____ Last day of school year: _____

The Sponsoring Teacher agrees to be the recipient of email/phone/mail correspondence regarding students with overdue and/or damaged materials belonging to Ekstrom Library; and agrees to assist, if necessary, in the return of Ekstrom materials charged to students.

Teacher Signature: _____ Date: _____

The Ekstrom Library Circulation Department agrees to provide to the Principal a current list of students with outstanding items and/or fees due to Ekstrom Library at least two weeks before the last day of the school year. Overdue notices and bills for lost items will be presented to the sponsoring teacher as accrued.

The Principal agrees the High School will assume responsibility for paying replacement costs and/or processing fees for each item not returned and/or for each damaged item, for the student named in the attached list. ($80 per item)

Principal Signature: _____ Date: _____

8/2010mh