



The University of Georgia Libraries
Access Services Department
Responsibility Voucher for Faculty/Staff Visitors

Faculty/Staff Visitors with UGACards must bring this form completed and signed by their sponsoring UGA Faculty/Staff member to have borrowing privileges at the Main, Science, Curriculum Materials, and Music Libraries.

Visitors are permitted to borrow materials from these Libraries during their visit to the University. The Libraries notify visitors of any obligations incurred. However, the sponsoring Department or Faculty/Staff must assume responsibility for these obligations before any borrowing privileges can be established for the UGA visitor. If borrowing privileges are requested, please complete the following:

Please allow the following UGA visitor to charge out materials from the Main, Science, Curriculum Materials and Music Libraries. Please extend borrowing privileges (*maximum of 12 months*) from:

Start Date (mm/dd/yy): _____	End Date (mm/dd/yy): _____
-------------------------------------	-----------------------------------

I understand that, if necessary, the Libraries will make a reasonable attempt to retrieve any materials borrowed by this visitor. However, I assume responsibility for any overdue fines, replacement charges, processing charges and damage fees assigned by the Libraries for all library materials not cleared from the visitor's name by the appropriate library. Also, I understand that in order to request borrowing privileges for this visitor, my own library records must be clear of all obligations.

Visitor's name (please print or type): _____

 Last 4 digits of the SSN: _____

 Address: _____

 City, State, Zip Code: _____

 Email address: _____

 Telephone number: _____

 Date: _____

Sponsor's name (please print or type): _____

 Last 4 digits of the SSN: _____

 Department/Building: _____

 City, State, Zip Code: _____

 Email address: _____

 Telephone number: _____

 Date: _____

Sponsor's Signature: _____

FOR OFFICE USE ONLY			
VISITOR PATRON #		Expiration Date:	
UGA FACULTY/STAFF PATRON #		Expiration Date:	
AS STAFF INITIALS		Date Completed:	