



# University Libraries

## UNIVERSITY OF GEORGIA

### Responsibility Voucher for Faculty/Staff Visitors

Faculty/Staff Visitors with UGACards must bring this form completed and signed by their sponsoring UGA Faculty 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 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 for the following dates (maximum of 12 months):

Start Date

End Date

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:

Address:

City:

State:

Zip Code:

E-mail address:

Telephone number:

Visitor's Signature:

Date:

Faculty Name:

Department/Building:

City:

State:

Zip Code:

E-mail address:

Telephone number:

Faculty Signature:

Date:

#### FOR OFFICE USE ONLY

Visitor's Barcode Number:

Expiration Date:

UGA Sponsor's Barcode Number:

Expiration Date:

Sponsor's Patron Group (Select One)

Faculty

Staff

Date/Initials