

MARQUETTE UNIVERSITY
RAYNOR MEMORIAL LIBRARIES

INTERLIBRARY LOAN - SHARED ACCOUNT FORM

Faculty members may request a Shared Account to allow graduate assistants to request Interlibrary Loan materials on their behalf. This "Shared Account Form" must be completed before the account can be created.

Complete and return the form to the Interlibrary Loan Office or the Raynor Memorial Libraries Circulation Desk. PLEASE TYPE OR PRINT NEATLY!

Date: _____/_____/_____

Faculty Member: _____

Department: _____

Email Address: _____@marquette.edu

You will receive an email notice (ILL: Shared Account) prompting you to complete the registration process including authorizing designated research assistants to use the account.

If you would like to designate a student to complete the registration process on your behalf please enter their email address below.

Authorized student email address: _____@marquette.edu

Please review the rules and regulations governing the use of Shared Accounts, sign and date the form below. Thank you.

Shared Accounts

1. Shared Accounts are for sole purpose of obtaining Interlibrary Loan materials for the responsible faculty member
2. Only current Marquette University faculty, staff or students with valid emarq/email accounts can be authorized by the responsible faculty member to use a Shared Account.
3. All material checked out on a Shared Account is the responsibility of the authorizing faculty member.
4. The authorizing faculty member is responsible for maintaining the Shared Account. This includes maintaining the Authorized Users list and changing the password when an authorized user is terminated.
5. Authorized users MUST input their last name in the Notes Field when submitting requests on a Shared Account.

Signature of Faculty Member _____

Please keep a copy of this form for your records.