

Penfield Library
SUNY Oswego

FACULTY ASSISTANT AUTHORIZATION

I authorize the following teaching assistant: _____
to sign materials out of Penfield Library for me for the current semester. I understand that I have
full responsibility for materials taken out in my name.

This authorization is valid for the _____ semester.

Faculty Name (printed)

Faculty Signature

Faculty Library ID _____

Department _____

Phone _____

Email _____

Library Staff Use

Verify that no other teaching assistant currently has these privileges for this faculty member.

Retrieve Patron ID from Faculty account: OSW _____.

Create new account: Use faculty name, email and faculty status. Expiration date – end of
semester entered above.

In Global Patron Information/Global Patron Details, add Sponsor's ID; Proxy Type 99.

In Global Notes, enter student's name.

Issue Community Borrower Card #002630000_ _ _ _.

Staff Initials _____ Date _____