Guest Borrower Sponsor Form

Borrower Information

Borrower’s Name ________________________________________________________________

I understand that the Sponsor may have access to my Library account information. I also understand that I will be held liable for reimbursement to the University Libraries for any fines or fees accrued.

Borrower’s Signature__________________________________________________________

Sponsor Information

Start of borrower’s engagement: ___________  End of engagement: ________________

Borrower’s affiliation: _________________________ (E.g. Adjunct Faculty, Unpaid Volunteer, Visiting Scholar)

Name of sponsor: ____________________________  Title: ________________________________

Department: __________________________________

I acknowledge that as the special borrower’s sponsor, I am secondarily responsible to the University for any Library fines or lost material taken out by the borrower. Should the borrower default on his/her obligations as a patron of the Library, this responsibility shall include the obligation to reimburse the University for all fines, costs or damages incurred by the borrower.

Sponsor’s Signature _________________________________________

Please provide either supporting documents on Department Stationery or an e-mail response to circulation@stonybrook.edu confirming the request to have a Library Borrower Account created.

STAFF USE ONLY

Address verification: __________________________ Other: ___________________ Patron category (see Manual): ________________________

ID expiration (see Manual): ___ / ____ / _______  ID (circle one): Library card OR University picture ID

Application received by: ___________________________ Date: ___ / ____ / ____