



# GEORGETOWN LAW LIBRARY

## Faculty Research Assistant Authorization Form

I hereby grant my Research Assistant permission to borrow library books under my name. These privileges will be in effect from the date the form is received until the expiration date provided on the form.

I agree to assume responsibility for all library materials charged out by my R.A. when he/she is acting on my behalf. I understand that all materials checked out by this person are intended for my research projects only, not for the R.A.'s personal use. If another user needs the material checked out by my R.A., I understand that I will be responsible for returning the materials on time.

Research Assistant Name: \_\_\_\_\_

University ID: \_\_\_\_\_

NetID: \_\_\_\_\_ Telephone: \_\_\_\_\_

Faculty Member for Whom You Are Working: \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Expiration Date of RA Appointment: \_\_\_\_\_

After form is completed and signed please drop the form at the Circulation Desk of Edward Bennet Williams Law Library.

### For photocopying and printing privileges:

Please go to the Payroll Office (McDonough Room 583) to get the "Authorization for GoCard Photocopying for Research Assistants" form. This must be signed by faculty member and then taken back to Payroll Office.

Then visit Faculty Support (McDonough Room 475) to get and fill out the "Research Assistant GoCard / Departmental Printing Card Release Form". With completion of the form the RA is issued a Departmental Copy Card to use for both photocopying and printing.