

Library Account Application

Please complete legibly. Bring this completed form to the library with your Erikson keycard/ID (Staff/Faculty) OR government issued photo identification (Alumni patrons only). *All fields are mandatory unless otherwise indicated.*

Patron Category

- ☐ **ADJUNCT FACULTY**
- ☐ **ALUMNI**
- ☐ **CONTRACTOR OR TEMPORARY STAFF** (must also complete Departmental Statement of Responsibility Form)
- ☐ **FACULTY**
- ☐ **ERIKSON INSTITUTE STAFF**

Patron Identity

Last name	
First name	
Other name optional – preferred name, maiden name, etc.	

Patron Contact

Primary phone number STAFF/FACULTY: your Erikson phone number	
Secondary phone number	
Primary email address STAFF/FACULTY: your Erikson email address	
Secondary email address	

Additional Email Notifications Desired

All patrons automatically receive item due/overdue notices, and hold filled notices.

- ☐ Item Checked Out
- ☐ Item Checked In

I confirm that the information provided above is accurate and can be used by the Edward Neisser Library to create and maintain my library account and contact me as needed. I understand that I am responsible for notifying the library regarding any changes to my contact information or my status at Erikson.

Signature _____ **Date** _____

-----LIBRARY STAFF ONLY-----

Statement of Responsibility Signed?	Y	Staff Initials:
Departmental Statement of Responsibility?	NA Y	Date Sent to HR:

Erikson Institute

Edward Neisser Library

Borrowing Privileges Statement of Responsibility

Borrowing privileges allow for the checkout of physical items from the Library's collection and from other libraries using the Library's Interlibrary Loan Service. Employees do not need borrowing privileges in order to access the library's subscribed electronic resources, such as databases and eBooks.

As indicated by my initials [] and signature below, I have read, understood, and agreed to the following terms and conditions of exercising my borrowing privileges at the Edward Neisser Library.

*I am financially responsible for all items borrowed from the Edward Neisser Library or from another library using Erikson's Interlibrary Loan Service during the item's loan period. The loan period begins at the time of checkout and ends at the time of check in. 'Checked in' means that the item is no longer on my account within the library management system. []

*If an item is lost or damaged during the loan period, the Library – at its discretion – may accept an identical replacement copy or bill me for the replacement cost of the material. []

*If I borrow an item from the Library and do not return it prior to 60 days after the due date AND the library has issued a final notice to me and the Chief Human Resources Officer, the replacement cost may be deducted from the my compensation. Replacement costs are non-refundable. []

*All borrowed material must be returned to the library prior to conclusion of my employment at the Institute. If all materials are not returned prior to termination, the replacement cost of the material will be deducted from my final paycheck. []

*Any unpaid bills that could not be deducted from my compensation may be sent to a Collections Agency. []

Signature: _____

Print name: _____

Date: _____

Erikson Institute

Edward Neisser Library

Borrowing Privileges Departmental Statement of Responsibility

Borrowing privileges allow for the checkout of physical items from the Library's collection and from other libraries using the Library's Interlibrary Loan Service. Employees do not need borrowing privileges in order to access the library's subscribed electronic resources, such as databases and eBooks.

Contract Employee Name

Dates of Employment on Contract

Department

The above listed department assumes financial responsibility for all items borrowed by the above listed employee from the Edward Neisser Library or from another library using Erikson's Interlibrary Loan Service if the employee does not return all borrowed items prior to the conclusion of their employment at the Institute.

Departmental Head Signature

Departmental Head Printed name

Date
