
Today's date: _____

**Library Authorization
For Faculty/Staff**

FAC/STAFF Name (Printed)

FAC/STAFF Signature

FAC/STAFF CSUID Number

FAC/STAFF Department, 4-digit ZIP, Phone

I authorize the following persons:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

to charge out materials in my name from now until ____/____/20____. **This date may not exceed August 31, 2010.**

I understand by my signature above that these materials are checked out to me and that I am responsible for them.

Please advise the people you authorize to bring a PICTURE ID (student plastic ID or drivers license) or a CSU faculty/staff ID to prove who they are when charging out materials in your name.

*EMERITUS/RETIREE CARD HOLDERS--Cards must be valid in order for authorizations to be valid. Please contact the Loan/Reserve Desk at Morgan Library (491-1842) to ascertain if your affiliated faculty card is up-to-date. If your card is expired, you must come to the library to renew it.