WICHITA STATE UNIVERSITY LIBRARY
GTA LOAN REQUEST/POLICY

PRESENT THIS FORM TO THE CIRCULATION DESK TO HAVE YOUR ID UPDATED

NAME ____
(Last) (First)
Shocker Card # _______________________ Campus Box _______________________

Department _______________________ Dept. Ext. _______________________

Current Address and Zip ____

Phone ____

****
To be completed by Advisor:

I verify that the above student is instructing the following course(s):

____

____

During the FALL__________ SPRING_____________ SUMMER__________
(yr.) (yr.) (yr.)
CIRCLE/FILL IN APPROPRIATE SEMESTERS.

Advisor's Signature ____
****

Library GTA Policy

<u>This form must be signed by your Advisor and returned to the Circulation Department before the semester loan privilege will be assigned</u>.

The semester loan check-out privilege for graduate teaching assistants is designed to help GTA's retain library materials for their teaching assignments. With this privilege the GTA agrees to observe all the library rules and regulations. Failure to observe the rules and regulations of this Library will result in cancellation of the semester loan privilege . Failure to respond to recall notices may also result in cancellation of this privilege. Books may be checked out on a semester loan upon receipt and validation of this form by a Circulation staff person.

<u>Semester loan privileges are not retroactive</u>. Books already checked out by the GTA prior to the validation of this form must be brought to the Circulation Desk to be renewed for the semester loan. The GTA will be responsible for any fines that exist at the time of renewal.

I have read the above policy and agree to abide by it.

GTA Signature ____
~~~~~~

A Special Privilege:

Students who are working on theses may also request the use of a graduate locker in the library. There are only a few lockers available each semester and they are placed on a first come, first served basis. Applications are available at the Circulation desk.

_ _

DO NOT WRITE BELOW THIS LINE

Library Staff Approval _________________________________ Date ______________
~~~~~~