



VCU Faculty Spouse/Partner Designation Form

Circulation and Information Services

Last updated August, 2013

VCU faculty members may designate a spouse or partner to receive borrowing privileges from VCU Libraries. The spouse or partner will be able to borrow materials on an individual patron account with borrowing privileges similar to community members. Those with a spouse/partner account will be responsible for any overdue fines, fees for replacement of lost materials, and damaged materials fees.

- The faculty member's signature on this form indicates that he or she is currently a faculty member at Virginia Commonwealth University and designates the individual named below as a spouse or partner.
- The faculty member must return this completed form **in person** to the circulation service desk at either James Branch Cabell Library or Tompkins-McCaw Library, together with a
- VCU Employees, Students & Affiliates Borrower's Registration form completed by the spouse/partner.
- The spouse/partner must present a valid photo ID to borrow materials from VCU
- Libraries.
- Spouse/partner borrowing privileges expire one year from the date of submission, and may be renewed by contacting VCU Libraries (see service desk contact information below).

For more information about library borrowing privileges, including the Faculty Proxy Borrowers service, and Reciprocal Faculty Borrowing Privileges, visit <http://www.library.vcu.edu/services/borrowing/>.

Authorizing Faculty member

Name: _____

VCU eID: _____

Designated Spouse or Partner

Name: _____

I authorize the individual listed above to receive borrowing privileges at VCU Libraries.

Return this completed form to:

Circulation and Information Services
James Branch Cabell Library
901 Park Avenue
Richmond, VA 23284-2033
Phone: (804) 828-1111

Service Desk
Tompkins-McCaw Library for Health Sciences
509 N. 12th Street
Richmond, VA 23298-0582
Phone: (804) 828-0636



VCU Libraries

----- THIS SIDE LIBRARY USE ONLY -----

Date Record Expires: _____

Sign and Date each:

Received by:

Signature Date

Entered by:

Signature Date

Reviewed by:

Signature Date