



Tri-State College Library Cooperative

## TCLC LETTER OF INTRODUCTION

Library to be visited: \_\_\_\_\_

From (name/title): \_\_\_\_\_

Date: \_\_\_\_\_

This letter, accompanied by a valid photo ID, introduces [ *borrower's name* ], who is a [student | faculty member | staff member] in good standing at [ *college/university library* ], and who would like to borrow materials from your library during the following [ *time period* ].

As members of TCLC, we acknowledge the usefulness of the extension of borrowing privileges within the Cooperative, and we assume ultimate responsibility for the proper use and return of the borrowed materials. Any additional privileges you may extend will be greatly appreciated.

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Date

I, the borrower, understand that I am fully responsible for any fines levied because of late return or damage or loss of these materials, and I further understand that I am responsible for returning the materials to the institution from which I borrowed them. I also understand that any computer, database, CD-ROM privileges, etc. might be restricted by the host libraries.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

### **Additional Borrower Information** *(must be filled-in to complete authorization)*

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Area(s) of research interest: \_\_\_\_\_