

**NYU LAW LIBRARY
FACULTY RESEARCH ASSISTANT
AUTHORIZATION**

To be filled out by Faculty Members hiring Research Assistants. See Instructions for completing form on next page.

Faculty Member

Office

Phone

Research Assistant

Research Assistant
Email

Research Assistant
Phone

Semester of Authorization

The student listed above will be my Research Assistant for the semester indicated. Upon presentation of a valid NYU ID, my Research Assistant is authorized to:
(Please indicate the extent of your authorization by checking one **or** both below)

- Check Out Items Intended for RA Use on the RA's Account
RA has semester-long checkout
RA is responsible for the item, and will be fined and billed for late return or non-return of items

- Check Out Items Intended for Faculty Use on the Faculty Member's Account
Faculty member has semester-long checkout
Faculty member is responsible for the item

This authorization applies only to materials checked out from the NYU Law Library and does not extend to ILLiad requests, Interlibrary Loan or materials from Bobst Library.

Faculty Signature

Current Date

Please fill out this form completely and either :

1. Print it and have it delivered, via Interoffice Mail or personal delivery, to the Law Library Circulation Desk, OR
2. Email it to circdept@exchange.law.nyu.edu

Instructions for completing the Faculty Research Assistant Form

The Faculty Research Assistant Form is available at the Circulation Desk and on the Law Library website at <<http://www.law.nyu.edu/library/facultyservices/forms/index.htm>>.

This form must be completed by a faculty member in order for a Research Assistant to check out items for use in their work.

Completed forms should be returned to the Law Library Circulation Desk in Vanderbilt Hall.

Authorizations

By completing the form the faculty member authorizes the R.A. to check out items from the library with a Research Assistant account and/or on the faculty member's account. Authorizations apply for one (1) semester unless otherwise indicated by the faculty member.

If a faculty member chooses to authorize the R.A. to:

“Check Out Books with Extended RA Circulation Privileges”

A Research Assistant Patron Account will be created for the R.A. This account will give the R.A. extended circulation privileges, similar to those extended to faculty (e.g. semester long circulation period, the ability to borrow items that do not normally circulate). The R.A. will remain responsible for the items checked out and will receive any notices and bills should the items be overdue. This option should be checked if the R.A. will need to check out items in order to complete their work for the faculty member.

“Check Out Books to My Account”

The R.A. will be allowed to check out items on the faculty member's account for use by the faculty member. The faculty member will be responsible for the items checked out and will receive any applicable notices. This option should be selected if the R.A. will need to check out items for the faculty member's own use.

When the R.A. checks out items at the Circulation Desk they will need to specify which account they will be using. Circulation Staff will check for proper authorization.