

**SMITHSONIAN INSTITUTION LIBRARIES
BORROWING REGISTRATION/AUTHORIZATION FORM**

PLEASE PRINT

Name _____ SI Badge # _____
 Last First MI

SI Address _____ Phone _____
 Department/Office Bldg. abbreviation, room number and MRC number

Local Home Address _____ Phone _____
 Street City State Zip

Distant Home Address _____ Phone _____
 Street City State Zip

Smithsonian E-mail address _____ Expected departure date (non-permanent) _____

BORROWER CATEGORIES - Please check appropriate line *PERMANENT SI/AFFILIATED STAFF SPONSOR REQUIRED

- Permanent SI employee
 Permanent affiliated agency staff
 Emeritus staff
 Long term temporary staff >2 years*
 Consultant*
 Contractor*
 Docent*
 Fellow*
 Intern*
 Parsons student*
 Research associate*
 Researcher from affiliated institution*
 Temporary SI/affiliated*
 Visiting scholar*
 Volunteer*

In accordance with the American Library Association's (ALA) library user privacy guidelines, the Smithsonian Institution Libraries (SIL) will make every effort to protect users' circulation activity from any external organization or individual requesting such, except pursuant to law. Personal data collected by SIL will not be disclosed except where required by law.

BORROWER'S PLEDGE

I agree to abide by SIL regulations as listed on my library card. I am responsible for all materials I borrow and will not allow anyone to use them without being recharged properly. I will report lost items immediately to the SIL. I am financially liable for the repair of damaged material or for replacement plus \$25.00 towards the cost of processing a replacement order.

Signature _____ Date _____ Barcode _____

PERMANENT SI/AFFILIATED STAFF SPONSOR

I accept responsibility for ensuring that library materials borrowed by the applicant will be returned before his/her departure and that any fines or charges will be paid if library materials are lost or damaged.

Name (Please print) _____ SI address _____ SI phone number _____

Sponsor signature ----- Date -----

CLEARANCE

Signature below signifies that all borrowed materials from all SIL branches have been returned.

SIL staff :

Date:
