

**Library**

3040 Sherbrooke St. W.

Westmount, Quebec

Canada

H3Z 1A4

(514) 931-8731

Fax: (514) 931-3567

**Letter of Introduction for CEGEP Faculty to Borrow from Concordia University**

Library Privileges from Concordia University Library to the following faculty. See following page for privileges: <http://library.concordia.ca/help/users/external/borrow.php?guid=loans-alumni-etc>

Faculty name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Required for the following semester (Fall, Winter, Spring/Summer): \_\_\_\_\_\_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_

The home institution will take full responsibility for any library transactions conducted by the facultynamed above during the prescribed period.

Librarian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Librarian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Librarian email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person, position and email should fines be incurred (ex: Circulation Department):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The faculty is asked to present this form duly filled-out and signed, along with a valid I.D. from the home institution, to the Circulation Desk of either Vanier or Webster Libraries at Concordia University.

Other Conditions of Loan:

* This letter will be retained by Concordia University Library.
* A new letter is required each time a new Concordia University Library Privilege Card is i ssued. The LibraryPrivilege Card is valid until the end of the term; expiry dates are Dec. 21 for the fall semester, Apr 21 for thewinter semester and Aug 21 for the spring/summer semester.
* In cases where Concordia University Libraryis unable to collect the charges incurred by borrowerswithin a reasonable period of time, a copy of the charges together with a copy of the items borrowed willbe sent to the patron’s home institution twice a year, i.e., December 1 and April 15. Once a bill is generatedand submitted to the patron’s home institution, patrons must resolve the charges with the home library.