



HARVARD COLLEGE LIBRARY

### Application for Renewal of Research Assistant Library Borrower's Card

This form must be signed by both the sponsoring faculty member and the Research Assistant who will be acting on behalf of the faculty member.

Name of Research Assistant: \_\_\_\_\_

Research Asst. I.D. Number (begins 020): \_\_\_\_\_

**Research Asst. contact information:**

Complete Campus or Local Address: \_\_\_\_\_

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

Name of Faculty Member: \_\_\_\_\_

Faculty I.D. Number: \_\_\_\_\_

Extend Privileges Until: \_\_\_\_\_ (Date)  Borrowing and Stack Privileges  
 Stack Privileges Only

**Faculty Member must sign below:**

As a teaching faculty member of Harvard University, I hereby request that the Harvard College Library grant Research Assistant privileges to the person named above. I have instructed the person named above that these privileges extend only to work assigned by me and are not for personal use. I assume responsibility for all liabilities incurred by the misuse of these privileges including charges for materials lost or not returned when requested by the library. I also understand that all library correspondence related to materials checked out to this Research Assistant card will be sent directly to me.

I agree to the above: \_\_\_\_\_

Faculty Member Signature

**Research Assistants must sign below:**

I agree that these Research Assistant privileges are to be used only for work assigned by the Faculty Member listed above. I understand that RA library cards are not transferable and that their use is subject to library rules and regulations.

I agree to the above: \_\_\_\_\_

Research Assistant Signature

To apply for your RA card, please submit in person this completed application, \$5.00 (card processing fee) and a valid photo identification to the Library Privileges Office, Widener Library Room 130, Harvard University, Cambridge, MA 02138. Hours of operation are: M-F, 9AM – 4:45PM.