Kraemer Family Library Research Assistant Request Form

UCCS faculty and staff may request to have a Research Assistant account established for students who are conducting research for them and need to check-out and/or request KFL and Prospector items on their behalf.

Please note that:

- All borrowing privileges including circulation periods will be the same as for faculty checkouts.
- Research Assistant accounts are intended to be used for individuals performing work on your behalf and are not for their own personal use.
- As the authorizing faculty/staff member you are responsible for all items checked-out to the research assistant. This includes paying any lost/damaged books charges incurred on the account.
- Research Assistants must present both their Research Assistant Library Card and a valid picture ID (e.g. a UCCS ID card, driver’s license, passport, military ID) when picking-up items or requesting items under one of these accounts. Under no circumstances are patrons allowed to check-out items without presenting a valid picture ID.
- Research Assistant cards will expire at the end of the semester, and a new request must be made each semester.

Requests to establish Research Assistant accounts must be submitted in-person by the faculty/staff member and the designated Research Assistant at the Library’s Main Circulation Desk.

Faculty/Staff Information

Your Name: ________________________________________________________________
Your office building and room number: ________________________________________________
Your Employee ID Number: _________________________________________________________
Your email address: ___________________________  Your Phone Number: ___________________________

Research Assistant Information

Their Name: ________________________________________________________________
Their email address: ___________________________  Their Phone Number: ___________________________

Please have notices regarding items on this Research Assistant account sent to (check one):

Me  ____________  My designated Research Assistant  ____________

As the requesting faculty/staff member, I…

Initial  ____________________________

Have instructed the person named above that their Research Assistant Account is to be used only for work assigned by me and is not for personal use.

Assume responsibility for all liabilities incurred by the misuse of these privileges including charges for materials lost or damaged.

Signature ____________________________  Date: ____________________________

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