

Request for a Teaching or Research Assistant Card

Teaching Staff Member

Name:

Employee number:

Student

Name:

Student number:

Status:

Assistant card barcode:

Research assistant

Teaching assistant

Other

Authorization and signatures

I hereby authorize my assistant to borrow equipment and other resources from the Faculty of Education Resource Centre using my library account until the expiry date indicated above.

I take full responsibility for any lost or damaged items.

Teaching staff signature:

Date:

Expiry date:

Processed by (FERC employee):

Date:

The teaching assistant will be provided with a card linked to the teaching staff member's account. Teaching staff members must not lend their employee card to an assistant.