

FACULTY LIBRARY ASSISTANT AUTHORIZATION (FLA)

SPONSORING FACULTY MEMBER INFORMATION (please print)	
Name:	NU ID #:
Dept:	Room/Bdg:
Campus phone:	Campus Email address:
FACULTY ASSISTANT INFORMATION (please print)	
Name:	NU ID #:
Status (please circle): staff student other	Campus Email address:

I authorize the person named above to transact business for me on my FLA library account. I understand that this authorization expires each December 31, May 15, and August 15 for all library assistants and I understand that a renewal form will be mailed at which time I may renew my Library Assistant Account. I understand that I am responsible for all items checked out to my FLA account and am responsible for any fines associated with damaged or lost books on that account. I understand that my library assistant may perform the following activities on my behalf:

1. Circulation - checkouts (books, periodicals and documents), returns, place holds/recalls, pick up held/recalled items, items, requests searches, pay replacement costs, and submit Faculty study room applications.
2. InterLibrary Loan. - file loan requests, pick up and return items requested for UNO faculty members only.
 - A unique Inter-Library Loan FLA account login and password may be created at the following link: <http://mutuo.lib.unomaha.edu/NBU/FirstTime.html>
3. Reserve/Media/Photocopy - add and delete Reserve items, checkout media items, and authorize copying service.

THIS AUTHORIZATION IS ONLY VALID AT UNIVERSITY LIBRARY, UNO. IT WILL NOT BE ACCEPTED AT ANY OTHER LIBRARY IN OR OUTSIDE OF THE UN SYSTEM.

(Faculty Note: Please limit to two FLA's per semester)
Please allow 24 working hours for processing

(faculty sponsor original signature)

Date: