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**From:** Peggy Phetterplace **Sent:** Mon 7/23/2012 10:50 AM  
**To:** Jill Uhler; Steven Kolberg; Christopher Ludvigsen; Laura Price; Karen Kalisz; William Shuluk; Timothy Bishop; Cindy Campbell; Frank Dowd; Jane V. Bigelow; Heidi Swanson  
**Cc:** Edith Pendleton; Bonnie Lawler  
**Subject:** Adjunct Library Cards  
**Attachments:**  [ADJUNCT FACULTY BORROWER Rev 7-23-12.docx\(715KB\)](#)

Hello Everyone

I spoke to Bonnie Lawler recently about new adjunct faculty who need access to the databases so they can prepare for their classes. New adjunct faculty and returning adjunct faculty are unable to get a Connect Card and also be activated as an employee until the first day of school. She will fill out the attached form in this email and give the form to the professor to verify the professor's current upcoming employment status. This form should be verified by staff members only (no student assistants). Please give the adjuncts a regular card with adjunct status and the expiration date of 6 weeks into the semester they will be teaching. For example, if they come in the month of June and they are teaching in the fall, please make the expiration date until the end of September. If anyone has any questions, please let me know.

Thank you

Peggy

[Peggy Phetterplace](#)

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*Please Print*

**ADJUNCT FACULTY BORROWER**



NAME: \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

BANNER ID #: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_  
(DAY) (EVENING) / (CELL)

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP)

Please return item(s) by date due to avoid BILLING.

If an item is reported lost or is returned in such a damaged/mutilated condition so as to require replacement, the borrower will be billed \$42.00 for each item. Items will be Assumed Lost if not returned within 6 weeks of date due.

Borrower is responsible for contacting the library for any change of address or phone number. Renewals may be made on-line or phoning the circulation desk at 239-489-9220, BEFORE the due date.

Unpaid fees for non-returned or damaged items will be forwarded to the Business Office for billing and a Collection Agency may be used if left unpaid.

By signing you state you understand and agree to these terms and conditions, and that the information you have provided is correct.

Adjunct  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Department  
Authorization \_\_\_\_\_ Date \_\_\_\_\_  
(Department Stamp & Initial)

<i>For LR &amp; Department Adjunct Coordinators Use Only</i>					
Staff Initial	Patron Status	Adjunct Exp.	Active Term	Date Checked	Checked By
	22				
Library Card #					