

Vanderbilt University
Request for Library Privileges for Non-Vanderbilt Interns & Observers

Appointed Interns/Observers who are not employed by Vanderbilt must be sponsored in order to obtain library and other privileges. The sponsor must have budget authority within the sponsoring department. The department will be responsible for outstanding library fines and other fees that remain unpaid at the end of the term of residency.

Please obtain a Vanderbilt identification card before requesting library services. Borrowing privileges cannot be granted until a Vanderbilt identification card is obtained. For Vanderbilt card information, please refer to the Commodore Card Office, 184 Sarratt Student Center (322-2273).

Intern's or Observer's Information (Please print clearly)

First Name

M.I. Last Name

Address line #1

City, State, Zip Code

Telephone Number

E-Mail Address

Term of Residency (mm/dd/yy – mm/dd/yy)

VUnetID

I, _____, request permission for
_____, an Intern / Observer in the department/school of
_____ to be granted borrowing privileges in the Heard Library.

My unit agrees to be responsible for any fines or fees that may remain unpaid at the end of the applicant's courtesy term.

Signature of Sponsor

Sponsor's Center Number

Please bring a copy of this signed form, along with your VU ID card, to any library service desk to have your library privileges activated.