

Date _____

To: Department Head

From: Gloria A. Kelley

Re: Charlotte Area Education Consortium Library Cards

Name _____

The part time faculty member listed above has requested a Charlotte Area Education Consortium Card. This card entitles the holder to borrow materials directly from member institutions. As participants in the Joint Borrower's Agreement, CPCC is responsible for items not returned and any associated fees.

The consortium, by agreement, has restricted the cards to full time faculty. Part time faculty members may receive a card if his/her departments will assume responsibility for any obligations incurred at member institutions. These obligations result from unpaid fines or unreturned materials.

If you are willing to assume responsibility for unpaid fines or unreturned materials incurred by this part time faculty member , please sign and date this form. The CPCC Libraries will then issue a card to the part-time faculty member.

Department Head Name:

Department Head Signature:

Date:

Issue for:

Fall

Spring

Summer

(Circle Semester)