

# Departmental Consent Form

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Ekstrom Library Interlibrary Loan and Document Delivery now offers book delivery to departmental offices.

## Eligibility

- This service is offered to fulltime faculty on the Belknap Campus only. Lectures, Graduate Teaching Assistants, and Adjunct Faculty are excluded from eligibility.
- Departments Chairs or Deans must sign a Departmental Consent Form and it must be on file in the Ekstrom Library Interlibrary Loan and Document Delivery office before book delivery may begin.
- The Faculty Agreement Form must be on file in the Ekstrom Library Interlibrary Loan and Document Delivery office.

## Restrictions

- Deliveries must be signed for by a departmental fulltime staff or faculty member.
- Books are not distributed to individual offices.
- We do not accept book returns to the library. This is a delivery service only.
- Requests for items that are not normally checked out (bound journals, rare books, microforms, etc...) and media items (DVDs, Videocassettes) are not allowed.
- Multivolume sets are restricted to four volumes per delivery.

## Request Submission

- Requests are submitted through ILLiad, the interlibrary loan and document delivery management system (<http://www.louisville.edu/library/ill/>)

## Please Print

Department Chair / Dean Name: \_\_\_\_\_

Division: \_\_\_\_\_

Faculty Department: \_\_\_\_\_

Departmental Phone Number: \_\_\_\_\_

I, \_\_\_\_\_ agree that materials that have been requested by faculty in my department through Ekstrom Library Interlibrary and Document Delivery may be delivered to the departmental office. I understand that books will be delivered to the department administrative assistant or other designee on fair weather days only, between the hours of 10-3pm. I verify that the department is responsible for dispersing the material to the individual faculty member. Also, the department will aid in the recovery of materials from individual faculty.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date