

## Authorize Teaching/Research Fellows to Borrow Items on your Behalf at the Theology Library and Mugar Library

Dear Theology Faculty:

Teaching/research fellows are able to borrow items from both the Theology Library and Mugar Library on your behalf!

At the **Theology Library**, the process is easy: simply email circulation supervisor **Sean Smith** ([sgsmith@bu.edu](mailto:sgsmith@bu.edu)) from your BU email address and include the following information:

- The name of the teaching /research fellow (make sure to cc: the teaching/research fellow in the email!)
- The end date of the authorization (e.g. the end of the semester).

That's all you need! You will get an email when everything has been processed on the library end. When a teaching fellow is at the circulation desk at the Theology Library, they will just need to announce that they are checking out items for you; the "user note" section of your library record will have your TF/RF's name.

At **Mugar Library**, a little bit more is needed. You must deliver a letter on official STH letterhead giving authorization to your TF/RF to borrow on your behalf. Dr. Shelly Rambo has drafted a sample letter that is included on the reverse page. This letter should include the following:

- Date of letter and the end date of authorization.
- Your name, BU ID number, job title, and email.
- The name of the teaching/research fellow, their BU ID number, and email address.
- Your BU ID (Terrier Card). This will only be needed for the first trip.

After this documentation is submitted, your TF/RF should be able to borrow on your behalf with no issues. **If you obtain authorization at Mugar Library, you do not need to do it separately for us at the Theology Library.**

If you have any questions about these procedures, do not hesitate to reach out to Sean Smith ([sgsmith@bu.edu](mailto:sgsmith@bu.edu)).

## Authorize Teaching/Research Assistants to Borrow Items on your Behalf at the Theology Library and Mugar Library

**Boston University** School of Theology

745 Commonwealth Avenue  
Boston, Massachusetts 02215  
T 617-358-1735  
[www.bu.edu/sth](http://www.bu.edu/sth)



{date}

Circulation Department  
Mugar Library  
Boston University  
771 Commonwealth Avenue  
Boston, MA 02215

To whom it may concern,

My name is {name}, and I am {job title} at Boston University School of Theology. My ID number is {ID}, and my email address is {email}.

I would like to authorize borrowing privileges for my research assistant, {name of student}. {First name} is a student at the Boston University School of Theology and {her/his/their} BU ID number is {number}. I would like this student to be able to check out items on my behalf, but {she/he/they} do not need to have access to my borrowing record. These privileges should be in place from now through {end of authorization}.

Sincerely,

{Signature}

{Name}

Boston University School of Theology