

**PENDERGRAFT LIBRARY AND TECHNOLOGY CENTER
LIBRARY CARD AND COMPUTER USE APPLICATIONS
~Faculty, Adjunct Faculty, Staff, Extra Labor & Retired Faculty ~**

Last Name

First Name

MI

OneTech Login

Address

City/Town

State

Zip Code

Phone Number

Status: 1.) _____ **Full Time Faculty** 2.) _____ **Part Time Faculty or Adjunct**
3.) _____ **Staff** 4.) _____ **Extra Labor** 5.) _____ **Retired Faculty**

Library and Technology Center Policies

- You must present your Tech ID when checking out all materials (including interlibrary Loans).
- You are responsible for everything checked out on your card; lost cards should be reported immediately to the Library Circulation Desk in addition to other appropriate campus offices.

Loan Periods

- Faculty may borrow books for the entire academic year; media materials are loaned for four weeks; reference books and periodicals may be checked out only for short terms on approval
- Faculty is not assessed overdue fines.
- The Library will seek to recover overdue materials; after a reasonable time, assistance may be sought from the academic dean or administration.
- You are responsible for informing the Library of changes in addresses and/or phone numbers.
 - View other Library policies at : <http://library.atu.edu/libinfo/libgeninfo&policies.php>

Computer Use Policy

- As a user of the system you are required to read and abide by the official “Appropriate Computer Use Policy,” this may be found at: <http://cservices.atu.edu/Policies/aucrp.htm>
A print copy is also available.

Please sign this document to indicate that you have read and will comply with all policies

Applicant’s Signature

Date

Circulation Use Only

T#: _____

Date: _____

1st Initials: _____ Date: _____ 2nd Initials: _____ Date: _____

Supervisor Initials: _____