

TO: UK Teaching Assistants  
FROM: Gail Kennedy, Director, Little Fine Arts Library  
RE: Borrowing media to use in class

The Little Library media collection (records, tapes, CDs, videotapes, DVDs) is a non-circulating collection. An exception is made for use of media in the classroom. We offer a one-day loan to allow instructors to use media in the classroom. The Library requires proof of instructor status to allow check-out of media for one-day loan.

Please have the form below signed in your department and bring it to the Media Center desk. We will keep this form on file to confirm your status for media loans.

Thank you for your cooperation.

Name _____ is an instructor in _____		Department Name _____
For the <i>fall</i> <i>spring</i> <i>summer</i> term. Year : _____ (circle appropriate term)		
Signed: _____ <i>Department chair or other official</i>		Phone: _____
Title: _____		