Decker Library
Maryland Institute College of Art

Teaching Assistant Checkout Permission Form

Although we are unable to check materials out to patrons who are not physically present, we understand that faculty members may need the assistance of their Teaching Assistants to borrow items for class purposes.

This form will allow us to extend some exceptional faculty borrowing privileges to Teaching Assistants, such as the ability to borrow reserve items and some non-circulating items. These items will be checked out to the Teaching Assistant’s account, and the T.A. will be responsible for the items, not the faculty member.

For further information, contact the Circulation Desk at (410) 225-2272 or circ@mica.edu.

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TEACHING ASSISTANT INFORMATION

TA Name: ______________________  TA ID: _______________________________
TA Phone: ______________________  TA Email: _____________________________

______________________________
INSTRUCTOR INFORMATION

Instructor Name: ____________________  Instructor ID: _____________________________
Course: ____________________________  Course Number: ___________________________
Instructor Phone: ___________________  Instructor Email: __________________________

I understand that I am solely responsible for the condition and any overdue/lost item fees for materials that are checked out. These items must be for class purposes.

______________________________
TEACHING ASSISTANT SIGNATURE: _________________________________________

I extend to the listed Teaching Assistant the ability to borrow reserve and non-circulating items related to my class.

______________________________
FACULTY SIGNATURE: ______________________________________________________