

Soochow University Library - Teacher-designated Library Material Borrowing Delegation Form

I, the undersigned, being unable to personally handle library material borrowing due to research and teaching obligations, hereby authorize the following individual to handle such matters on my behalf.

Item Number	Title	Call Number (Including Material Type)	Barcode
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Sincerely,

Soochow University Library

Entruster : _____ (Signature)

Personnel Code : _____

Entrusted : _____ (Signature)

Student/ ID No. : _____

Date : _____(dd/mm/yy)

The entrusted person is required to bring the delegation form and the school ID cards of both the entrusting and entrusted person) to the library to facilitate the borrowing procedure. To protect the rights of the teacher, the delegation form is only valid for this borrowing and cannot be reused. It will be kept on file for reference by the library.
