Vanderbilt University
Request for Library Privileges for Interns/Observers

Appointed Interns/Observers who are not employed by Vanderbilt must be sponsored in order to obtain library and other privileges. The sponsor must have budget authority within the sponsoring department. The department will be responsible for outstanding library fines and other fees that remain unpaid at the end of the term of residency.

Please obtain a Vanderbilt identification card before requesting library services. Borrowing privileges cannot be granted until a Vanderbilt identification card is obtained. For Vanderbilt card information, please refer to the Commodore Card Office, 184 Sarratt Student Center (322-2273).

Intern’s or Observer’s Information (Please print clearly)

_________________________________   _____________________________________________
First Name                                      M.I.                             Last Name
_________________________________
Address line #1                                    City, State, Zip Code

_________________________________
Telephone Number                                    E-Mail Address

Term of Residency (mm/dd/yy – mm/dd/yy)

_________________________________
VUnetID

I, _____________________________________________, request permission for
__________________________________________, an Intern / Observer in the department/school of
__________________________________________ to be granted borrowing privileges in the Heard Library.

My unit agrees to be responsible for any fines or fees that may remain unpaid at the end of the applicant’s courtesy term.

__________________________________________
Signature of Sponsor

__________________________________________
Sponsor’s Center Number

Please send a copy of this form along with a copy of the Appointment Letter to:

Pat Johnson, 611 GLB, 615-322-7100, patricia.a.johnson@vanderbilt.edu

For VUnetID and VU mail privileges, please send a copy of this form to:

See departmental administrator for Populus. (College of Arts & Science)
Jennifer Daniel, Blair School of Music, 2400 Blakemore Ave (343-3166) (Blair School)
James P. Byrd, Divinity School, 215 Divinity (875-9640) (Divinity School)
Engineering Help Desk, 308B Jacobs Hall (343-6940) (School of Engineering)
Law School IT Team, 312 Law School, (343-4059) (Law School)
Jason Reusch, Owen School, 230 Management Hall (322-8396) (Owen School)
Ralph Knapp, Peabody College, 130 Wyatt Center (343-2602) (Peabody College)

Reviewed and updated March 2014.