



U N I V E R S I T Y
OF
T O C C O A F A L L S

[Date]
Viki Timian
Access Services
UGA Main Library
Athens, GA 30602

Dear Ms. Timian:

Thank you for giving our students and faculty the opportunity to check out books from the UGA Library. Your willingness to allow us to access your collection provides our students and faculty with a much broader base for conducting research than we could offer on our own. We greatly appreciate your generosity.

_____ is a faculty member in good standing at the University of Toccoa Falls who we know will not abuse the privileges you have extended. The faculty member has been advised that if these privileges are abused they will be revoked immediately.

I am requesting borrowing privileges for this faculty member for the current contract year which ends _____. Again, thank you for your help and cooperation. We sincerely appreciate the services you have extended and the interest you shown in our students and faculty.

Sincerely,
Selina Slate – Library Director
University of Toccoa Falls - Seby Jones Library
107 Kincaid Dr. - MSC 749
Toccoa Falls, GA 30598
706-886-7299 ext. 5302
sslate@utf.edu

I agree to the statements referred to in the above letter and do take full responsibility for books I check out at the UGA Library. Furthermore, I pledge to abide by the circulation guidelines given to me at the Circulation Desk.

(Signature)