



**RYERSON UNIVERSITY LIBRARY APPLICATION FORM  
SESSIONAL INSTRUCTORS (BETWEEN SEMESTERS)**

**INSTRUCTIONS:**

1. Please return completed form to the Library Circulation Desk or scan and email it to: [access@ryerson.ca](mailto:access@ryerson.ca)

<b>SECTION 1: IDENTIFICATION INFORMATION</b>	<b>STAFF ID:</b>
Last Name:	First Name:
Telephone No.:	Email:
Address:	

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**

<b>SECTION 2: AUTHORIZATION (Completed by the School/Departmental Chair)</b>	
I am requesting that the Library extend borrowing privileges to the above applicant who will be conducting research related to their job at Ryerson University during the following time period:	
Start Date: _____	Expected End Date: _____
I understand the School's/Department's office will be responsible for any outstanding library fines or penalties that may be incurred with this patron.	
Last Name:	First Name:
Email:	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>SECTION 3: REQUEST TO ACCESS ELECTRONIC RESOURCES (OPTIONAL)</b>
<b>Option 1:</b> Please email the CCS Helpdesk at <a href="mailto:help@ryerson.ca">help@ryerson.ca</a> and request access to library e-resources. Please copy message to Library at <a href="mailto:access@ryerson.ca">access@ryerson.ca</a>
<b>Option 2:</b> Please check the box below if you prefer that the library to send the request on your behalf. <input type="checkbox"/>

**For Library Use ONLY**

Date Received: \_\_\_\_\_

Notes: \_\_\_\_\_

**Protection of Privacy**

The information on this form is collected under the authority of the Ryerson University Act and is needed to process your request for library privileges. The information will be used in connection with authenticating the use of library resources in accordance with library policies and procedures as needed. If you have any questions about the collection, use and disclosure of this information by the University please contact the Circulation Services Supervisor, 350 Victoria St., Toronto, ON, M5B 2K3, 416-979-4638.