

MARQUETTE UNIVERSITY
RAYNOR MEMORIAL LIBRARIES

INTERLIBRARY LOAN - SHARED ACCOUNT RULES

1. Shared Accounts are for sole purpose of obtaining Interlibrary Loan materials for the responsible faculty member
2. Only current Marquette University faculty, staff or students with valid emarq/email accounts can be authorized by the responsible faculty member to use a Shared Account.
3. All material checked out on a Shared Account is the responsibility of the authorizing faculty member.
4. The authorizing faculty member is responsible for maintaining the Shared Account. This includes maintaining the Authorized Users list and changing the password when an authorized user is terminated.
5. Authorized users **MUST** input their last name in the Notes Field when submitting requests on a Shared Account.