Application for Individual Checkout Privileges

Who Should Use This Form

Members of the Iowa bar and Drake alumni in good standing may complete this form to request Law Library checkout privileges. Note:

- Drake alumni who graduated from a part of the university other than the law school may only check out up to ten items at a time.
- Current Drake University faculty, staff, and students can use their Drake ID to check out materials and do not need to complete this form.
- Members of an Iowa law firm or legal department who wish to establish borrowing privileges for their institution should complete the application for institutional checkout privileges, rather than the application for individual checkout privileges.
- People who don’t fall into one of the above-mentioned categories typically are not eligible to borrow materials directly from the Law Library. They may use items in the library or request an interlibrary loan from their public or school/academic library. On rare occasions, the library director may authorize others to borrow a limited number of materials; complete this form to initiate that request.

How to Submit This Form

Please complete this form and submit it one of the following ways:

- In person at the Law Library Information Desk. You will also need to present a current photo ID.
- As an email attachment. Also include a photocopy of a current official ID (e.g., a driver’s license) and send to law-circulation@drake.edu. Allow one business day for processing.
- As a fax. Also include a photocopy of a current official ID (e.g., a driver’s license) and send to 515-271-1958, attention Law Library Circulation. Allow one business day for processing.

If you have any questions, please call (515) 271-3189.
Application for Individual Checkout Privileges

Please print.

Name

Last

First

Middle Initial

Business Address

City

State

Zip

Work Tel.#

E-mail Address

Home Address

City

State

Zip

Home Tel.#

Please note any of the following that apply:

Member of the Iowa bar:

Attorney

Firm/Employer name

Judge

Court

Drake graduate

Year of graduation and degree earned (e.g., JD, MBA, BS, BA, etc.)

Other

Please describe

By signing below, you acknowledge that you are responsible for items checked out in your name, including any repair or replacement charges incurred.

Applicant’s Signature:

LIBRARY USE ONLY:

Check box to indicate identity verified with ID

Bar Code

Issued

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