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 five 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 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 515-271-2530, 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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