



**Division of Information  
Systems, Libraries**

אגף מערכות מידע, ספריות

מכון ויצמן למדע Weizmann Institute of Science  
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## Temporary Permission to Borrow Library Books

(user without WIS salary)

From Department: \_\_\_\_\_

Name of Library Patron: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Status: \_\_\_\_\_ Permission until (date): \_\_\_\_\_

☐ This user has an active user record in the HR database but NO salary

☐ This user does NOT have an active user record in the HR database

**Please note: The Library is not permitted to provide services to people who do NOT have an active HR user record without permission.** Please contact HR regarding the user record.

If there is a reason why this person will not be updated in the HR system, please provide the explanation (the Library will use this to request permission from the manager of IT to provide services to this patron):

\_\_\_\_\_  
\_\_\_\_\_

Before granting a user without a salary permission to borrow books from the Library the sponsoring department must assume responsibility as specified below.

**The above-mentioned department agrees to compensate the Library for any books from the Weizmann Institute Libraries which are damaged or lost while on loan to the above-mentioned person.**

Authorized by

Name \_\_\_\_\_  
(Department head, administrator, supervisor)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Please complete and sign the form, then return it to the relevant Faculty Library.**