

# HONORS/SENIOR THESIS & GRADUATE THESIS/DISSERTATION Application for Special Borrowing Privileges

**Purpose:** Use this form when a W&M undergraduate student has been approved by a faculty advisor for an honors paper or senior thesis or for a graduate student who is not currently enrolled in classes but who is writing a thesis or dissertation. The loan period for this status is 120 days, with one 120-day renewal.

## Procedures:

1. The student and the student's faculty advisor complete this form. The student brings it to the Swem Library Circulation Desk.
2. Circulation staff:
  - a. Use Modify Patron to look up the student in the database. [Note: if the student is a graduate student not currently enrolled and whose record is not already in our database, use New User Registration.]
  - b. In the Profile Name field, change the student's Profile Name to UG-Honors or G-Thesis.
  - c. In the User ID field, replace the student's User ID with the number from a new plastic Swem library card.
  - d. Leave the ALT ID as is (with the student's W&M ID card number). Privilege Expires should be NEVER.
  - e. Click on OK.
  - f. Issue the student the new plastic card, ask the student to sign it, and tell the student to use this card as his or her library card until through the end of the academic year (May 31). If there is a special date for the end of the honors/thesis project, it should be indicated by the faculty member on the appropriate line below.
  - g. If the student currently has books checked out for the honors/thesis project, use the Special Circulation Functions → Modify Due Dates process to extend the loan period to a full 120-day check out.
3. At the end of the project, Circulation staff will reset UG-Honors students' profiles to UG-WM and the User ID to the original number. Records for G-Thesis students who have completed their papers will be deleted.

## FOR STUDENT TO COMPLETE:

Student's Name \_\_\_\_\_, \_\_\_\_\_  
*Last First Middle Initial*

Student's W&M ID card number \_\_\_\_\_  
[Circulation staff: New Library Card Number \_\_\_\_\_]

Local Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Campus email \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR FACULTY ADVISOR TO COMPLETE:

Faculty Advisor's Name (please print) \_\_\_\_\_

Faculty Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor's Department \_\_\_\_\_ Phone \_\_\_\_\_

This student is \_\_\_ Undergraduate Honors/Senior Thesis \_\_\_ Graduate Thesis/Dissertation

•The student's project ends: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ •

## FOR CIRCULATION STAFF TO COMPLETE:

Student's Record Updated to HONORS/THESIS profile: date \_\_\_\_\_ initials \_\_\_\_\_

Student's Record Reverted/Deleted: date \_\_\_\_\_ initials \_\_\_\_\_