



Air Force

Research Laboratory | AFRL

Science and Technology for Tomorrow's Air and Space Force

AFRL Technical Library

MEMORANDUM FOR SPONSORS OF VISITING SCIENTISTS /SUMMER FACULTY

From: Det 1 AFRL/WSCL
2950 Hobson Way Bldg 642
Wright Patterson AFB OH 45433-7765

SUBJECT: Visiting Scientist/Summer Faculty registration for services at the AFIT/AFRL Library.

1. Visiting Scientists/Summer Faculty to the Air Force Research Laboratory or to Aeronautical Systems Center organizations may register for library service at the AFIT/AFRL Library with the approval of the government sponsor. As the sponsor for this individual, you should be registered for library services at the AFIT/AFRL Library with the approval of the government sponsor. As the sponsor of this individual, *you should be registered with the library to give this approval.*
2. You should be aware that there are costs associated with these services, especially interlibrary loans, technical reports, and on-line computer searches.
3. Also, please be aware that we do not release any limited or classified reports to non-government employees.
4. Please return the registration form to the Circulation Desk where your library card will be issued.
5. A list of outstanding items for this individual will be sent to you before they leave. If you do not receive the list, please call the Circulation Desk at 255-3005. Please review this list as part of your clearance process to ensure all items have been returned.

Library Director

Attachment:
Sponsor Registration Form

MEMORANDUM FOR DET 1 AFRL/WSCL

FROM: _____
(Sponsor of Visiting Scientist/Summer Faculty)

SUBJECT: Registration for services at AFIT/AFRL Library

1. Upon completion of this form the following services are offered by the library:
 - Borrowing unclassified, unlimited library material
 - Interlibrary loans
 - Ordering tech reports (Classified or limited reports given only to monitor)
 - Literature searches

VISITING SCIENTIST/SUMMER FACULTY INFORMATION		
Name		
Off-Base Organization		
Expiration date of assignment	Phone (On or Off Base)	
Organization/Office Symbol		
SPONSOR INFORMATION		
As sponsor of the above named visiting scientist/summer faculty I assume full responsibility for items lost or damaged by this individual. I will ensure that before this person leaves the base all library materials which they have borrowed will be returned.		
Sponsor Signature	Date	
Print/Type Name	Phone	Organization/Office Symbol