



**Division of Information
Systems, Libraries**

אגף מערכות מידע, ספריות

מכון ויצמן למדע Weizmann Institute of Science
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Library User Registration Form

(user without WIS salary)

To: _____ Library

From: _____ Department

Name of Library User: _____

Phone number: _____ Mobile phone number _____

Address: _____ E-mail: _____

Status: _____ Date Leaving the Institute: _____

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 entered or updated in the HR system, please provide the explanation:

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.