

## *Receiving Library Notices Via E-Mail*

We would be pleased to send your library notices to your e-mail. This service provides uninterrupted delivery of your library notices throughout the year, including quarter breaks and summer quarter.

Library users who have a university- assigned e-mail address or use a commercial internet service provider may receive their notices via e-mail by completing and returning the form below to the Marion Campus Library.

### *To Begin Receiving Notices Via E-Mail:*

To receive notices in e-mail, provide your complete e-mail address on the form below. Detach the form and return it to the Circulation Desk of the Marion Campus Library.

### *To Discontinue Receiving Notices Via E-Mail:*

If you wish to discontinue receiving your library notices via e-mail for any length of time, ask the staff at the Circulation Desk of the Marion Campus Library to remove your e-mail address from your library record. To reinstate your e-mail address, you must submit a new form.

*It is your responsibility to inform the library if your e-mail address has changed!*

(Detach Here)

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**Please Print Clearly!**

Name: \_\_\_\_\_

Campus ID/University ID#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I agree to accept responsibility for receiving notices via e-mail at the address I provide, including during the quarter breaks and summer quarter. I understand that all library notices will be sent via e-mail until I specifically request this to be discontinued or am notified that the service has been discontinued.

Signature: \_\_\_\_\_