

**Database Access for Internship Supervisors
Letter of Agreement
Torreyson Library, University of Central Arkansas**

In order to facilitate knowledge of research evidence and to promote best practice, Torreyson Library offers internship supervisors (to include clinical experience, fieldwork, student teaching, etc.) access to the library's databases and other materials during the terms in which they supervise UCA students. To request access, please complete the form below and sign to indicate agreement with the terms of use. Departmental internship coordinators will contact UCA's IST department to obtain user name and password information.

PLEASE PRINT CLEARLY.

Name (Last, First, M.I.)	
Facility/Institution	
Work Address	
City, State, Zip	
E-mail	
Phone	
Fax	
Book check-out privileges requested? _____ Yes _____ No	Note: Please bring a driver's license or state ID the first time you arrive to check out library materials, and identify yourself as a UCA internship supervisor

I understand that access to and use of the Torreyson Library databases are available to support my role as an internship supervisor for University of Central Arkansas students. I agree that I will only utilize library database access in that role. I will not repost any information accessed to any public forum, nor share copies with other individuals.

If I have also requested book check-out privileges, I understand these privileges will expire on June 30 of each year, at which time I may submit a new agreement. In the event that I terminate my position as a fieldwork educator, I will return library materials checked out and will no longer access the databases of Torreyson Library. I understand that it will be my responsibility to notify the Torreyson Library Assistant Director (501-450-5248) so that my access may be terminated.

Internship Supervisor Signature	Date
UCA Department Representative Signature	Date
Torreyson Library Representative Signature	Date