



**Preceptor / Contractor / Non-Credit Program**

Preceptors for Mercer University are granted access to select databases subscribed to by the University Libraries, as allowed by the university’s licenses for these products. Access to these databases is a privilege granted to preceptors / contractors because of their educational contributions to Mercer University. The cost (\$15.00) associated with the production of the ID cards will be billed to the sponsoring department.

Preceptors / Contractors / Non-Credit Programs must apply for a Mercer University ID (Bear) card. Without an assigned I.D. number the Mercer University computer network cannot be accessed. Preceptors must either come to the Macon or Atlanta campus office of Auxiliary Services or email a JPEG head shot on a white background of at least 8 megapixels to have an MUID number assigned and a card produced and given/sent to them. If you have questions about this, please contact-- Auxiliary Services at 478-301-2929. Please allow 2 to 3 weeks for access to be granted.

**Conditions attached to these privileges are:**

1. **These databases are to be used for teaching responsibilities only.**
2. **There must be absolutely no commercial use of the information obtained from the databases.**
3. **Passwords and access is non-distributable and reasonable precautions must be taken to preserve database security at all times.**
4. **Use of passwords and databases is contingent upon your continuous participation as a preceptor for Mercer University.**

*Failure to adhere to these conditions may result in immediate termination of access to these databases and all library resources.*

**I have read and agree to abide by the terms of this agreement.**

Print name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Do you have a previous affiliation with Mercer University?      Yes      No  
If yes, under what name? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head Requesting Bear Card.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Deans Office

Start and End Date: \_\_\_\_\_ Budget Code for Aux. Serv. \_\_\_\_\_

**Internal Use:**

Date forwarded to Auxiliary Services: \_\_\_\_\_ Date forwarded to IT Help Desk: \_\_\_\_\_

Please return this form and JPEG headshot to the Office of Auxiliary Services via email to [Beardcard\\_support@mercer.edu](mailto:Beardcard_support@mercer.edu) or present it to the Office of Auxiliary Services in person.