

## Proxy Borrower Application University Libraries

-Please print clearly-

Faculty Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby authorize \_\_\_\_\_, to act as my Proxy Borrower at University Libraries during the \_\_\_\_\_ semester (e.g., Fall, 2014).

I am aware that the Proxy Borrower will charge library materials in my name and that the identity of the Proxy will not be recorded in the record of the loan transaction(s). The material will be charged to me as though I had completed the transaction(s) myself.

Once charged to me, via the Proxy Borrower, the material becomes my responsibility and I am aware that the material is to be returned or renewed before it becomes overdue. I am responsible for paying all fines and fees that may result from the loan transactions.

I understand that I may have up to 2 individuals simultaneously designated as a proxy for me. I am responsible for submitting one of these forms for each person authorized by me as a Proxy Borrower. I am responsible as detailed above for all material charged at any time via my Proxy Borrower(s).

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Next Step:

- Bring this signed form and your Faculty ID, along with the Proxy Borrower and his or her own Student ID, to the Check-Out Desk of McWherter Library,

Or

- Allow the Proxy Borrower to bring this signed form and your Faculty ID, along with his or her own Student ID, to the Check-Out Desk of McWherter Library.

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Library Staff Only:

Linked in Sierra \_\_\_\_\_ Circ Staff Initials \_\_\_\_\_ Date: \_\_\_\_\_ Revised March 2016