Proxy Borrower Application University Libraries

-Pleaseprint 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.

______________________________
Library Staff Only:
Linked in Sierra ________ Circ Staff Initials __________ Date: ____________  Revised March 2016