

Proxy Borrower Authorization Form

This category was created to allow Faculty members to designate a Proxy borrower permission to check out library materials on behalf of the Faculty member approving the authorization. The Faculty member and the proxy borrower must have a patron record on file at the library before authorization can be approved. The Proxy Borrower's Commodore Card will allow access to the Libraries during restricted hours. The authorized Proxy Borrower's account will be modified to indicate they are an authorized borrower for this faculty member. The Library will no longer issue a separate Faculty Proxy borrowing card and will be replaced with an Identification Card. **Library materials that are checked out by a Proxy Borrower are automatically charged to the authorizing Faculty member's account. Once materials are checked out to this account the authorizing Faculty member will receive an email notification of those titles checked out via the Proxy.** By signing this form, I, the Faculty member will be held responsible for materials that are checked out by my Authorized Proxy Borrower and will be responsible for returning these materials to the Library by their due date. Recall and overdue notices will be sent to the faculty member. All materials are subject to recall by another borrower.

I authorize _____ to check out materials from any division of the

Heard Library system until _____

signature of faculty member

date

faculty name (please print)

proxy name (please print)

faculty campus address

faculty e-mail

surrogate e-mail

Call the service desk of your home library if you have any questions.

Central Library	322-2893	Divinity Library	322-6993
Music Library	322-7695	Eskind Library	936-1410
Peabody Library	322-8098	Law Library	343-8731
Owen Management	322-2970	Science & Engineering	322-2775

STAFF ONLY:

Proxy Borrower's account modified: _____

Staff initials: _____

Professor _____

Expires _____