

PROXY BORROWER CARD

Proxy Borrowers are student research assistants, staff or TA's designated by faculty members to check out library materials on behalf of that faculty member or department/group

I authorize _____ to check out Library materials in my name until _____

TO BE FILLED OUT BY PROXY BORROWER

Proxy Borrower Name (please print): _____

Address: _____

Phone & Email: _____

Signature: _____

TO BE FILLED OUT BY FACULTY MEMBER

For departmental/group proxy accounts, please designate 1 primary faculty; all faculty must sign

Faculty Name (please print): _____

Department: _____

Campus Phone: _____

Campus Address: _____

Email Address: _____

Signature: _____

- Faculty are responsible for all items checked out, by proxy borrower on the Proxy Borrower Card
- All materials checked out on the Proxy Borrower Card are subject to **recall**
- All materials checked out on this account must be returned or rechecked to the faculty member's regular account, by the end of the proxy contract
- **ILL requests** must be made with the Faculty member's ILLIAD account, or through a single Proxy ILLIAD account in the faculty's name
- Items ordered on personal ILL and NExpress accounts may not be checked out with Proxy Borrowing Cards (there is no NExpress proxy option)
- To view items in My Midcat use the primary faculty name and the barcode number on the proxy card
- For questions about copier codes please contact your department coordinator

FOR CIRCULATION STAFF USE: Card/record created by: _____ Date: _____