

# NORTHERN ILLINOIS UNIVERSITY LIBRARIES

## Application for Proxy Authorization

### For Sponsor: POLICY REGARDING PROXY AUTHORIZATION

Please be aware that signing this form extends the following privileges to the named Proxy.

- Your Proxy may charge out books and periodicals in your name. Books will be charged to your OneCard number in the computer. There will be no signature record as to who actually charged out the item (i.e. you or the proxy). Manual charges will be used for library materials not listed on our computer system and for periodical charges.
- Loan periods for library materials vary. Your proxy may pick up interlibrary loans, Online requests and recalled items that have been ordered for you. They may also request items in your name, using your OneCard number Online. All requests should be submitted under your name and OneCard number.

Please note that if library materials are overdue or billed as lost items, you will receive the overdue notices and/or bills for the items. Because signing this card allows the above-mentioned privileges for the proxy and imparts full responsibility for the items to you, it is important that you closely monitor items charged out by your proxy with this authorization.

**Signing below indicates that you have read the information outlined above.**

<b><u>PROXY AUTHORIZATION INFORMATION</u></b>			
Proxy's Name	_____		
(Print or type)	Last name	First name	
Proxy's OneCard #	_____		
Sponsor	_____		
(Print or type)	Last name	First name	
Sponsor's OneCard #	_____		
Check appropriate semester(s) & complete the year:			
_____ Fall Sem	20_____	_____ Intersession	20_____
_____ Spring Sem	20_____	_____ Summer Sem	20_____
_____	_____		
Proxy Signature	Sponsor's Signature		

### For Proxy: Instructions

- All items for your sponsor should be requested and charged using their name and OneCard number.
- Instruct Circulation/Periodicals attendant that you have Proxy authorization. Charge or order all items for your sponsor under their patron name and OneCard number.

### **IMPORTANT**

If you use your own patron ID number to check out materials for your sponsor, you will be responsible for any billed charges for late, lost or damaged library materials.