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.

### PROXY AUTHORIZATION INFORMATION

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.