

Library Circulation Proxy Form

I, _____, hereby request that my **ID**, as pictured below, be used to check out books in my name by _____, whose **ID** is also pictured. I understand that I am assuming responsibility for returning, in good condition, the materials checked out in my name using this proxy. Please honor this request until _____.

(specific date is required or this form is not valid)

Signed _____

Dept/Position _____

Date _____

My ID

Campus wide ID

Copy ID card here

Other ID

Campus Wide ID

Copy ID card here

It is the proxy patrons responsibility to advise circulation staff that items are being checked out by PROXY
Copies to: Circulation Services University Libraries, Requesting Faculty/Staff, and Proxy