

**Library Circulation Proxy Form**

**Faculty and proxy should obtain their new Action Card before completion of 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**  **CWID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Copy ID card here

**Proxy ID CWID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Copy ID card here

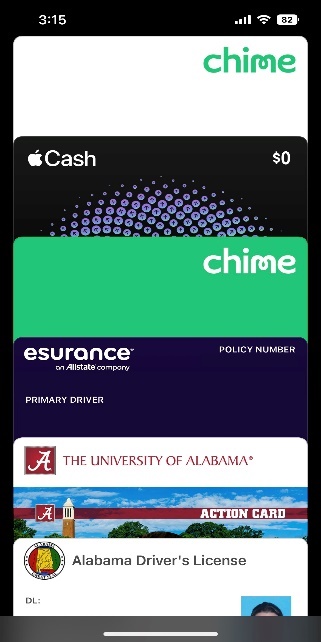
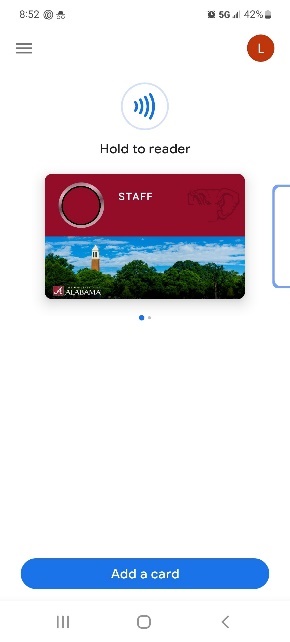
**It is the proxy patron’s responsibility to advise circulation staff that items are being checked out by PROXY**

**Copies to: Circulation Services University Libraries, Requesting Faculty/Staff, and Proxy**

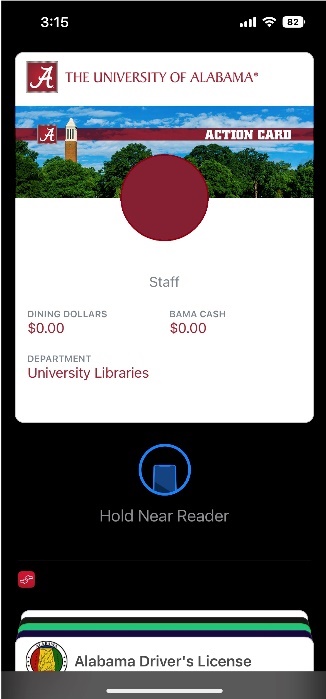
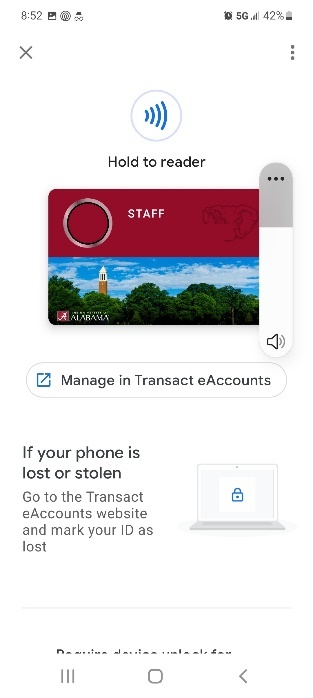
libraries.ua.edu

**How to Upload Screenshot of Action Card from Phone Wallet (Apple or Android)**

1. Open your phone’s default wallet to display all your digital cards.

**Apple Wallet**  **Android**  Google Pay

1. Select your action card so that it is the main card showing on your screen.

**Apple Wallet**   **Android**  Google Pay

1. Take a screenshot by following your phone’s settings (usually pressing the volume down and the lock button at the same time).
2. Crop the image so only the action card is visible.

**Apple Wallet**  **Android**  Google Pay

1. Email the image to yourself and then download the file to your computer.
2. Open the proxy form and insert the photo into the appropriate spot. Easier to use Adobe Acrobat.

