



Proxy Patron Authorization Form

Teaching assistants or other individuals may need to check out library materials and conduct library functions for a library account holder, and may be designated by the library account holder member as Crowell Library “Proxy Patrons.”

Directions

To authorize the designee(s), the library account holder must complete this form and return it to the Circulation Desk at Crowell Library.

- The library account holder’s borrowing privileges regarding renewals and fees apply to items checked out by the designee.
- Indicate the beginning and ending dates for the timespan for the designee to serve as your proxy patron.
- The designee must not use the account to check out materials for personal use.
- Please do not request Proxy Patron accounts for designees who will not need them.

To use the Proxy Patron privilege to check out materials for a library account holder, the designee must:

- SHOW Circulation desk staff his/her own MBI ID at checkout.
- TELL Circulation staff they are a designee and would like to check items out for a library account holder.
- TELL Circulation staff the name of the library account holder.

NOTE: The Proxy patron has basic account privileges, as if s/he were the actual account holder, including checking out, checking in, renewing library materials, placing holds, and picking up items.

The actual account holder assumes full responsibility for the actions of their designated proxy patron(s).

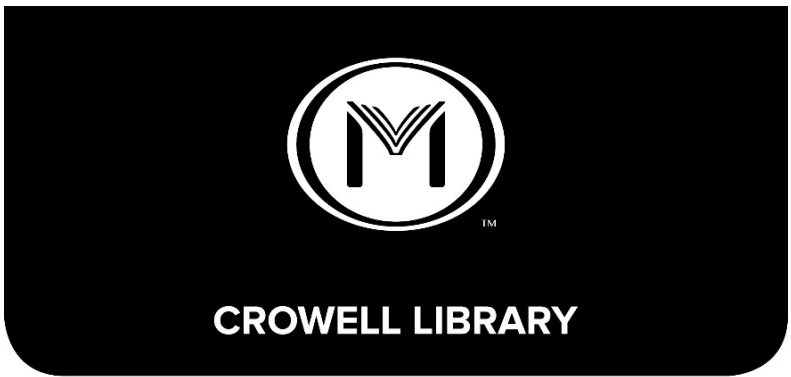
Retain page 1 for directions; submit page 2 to Crowell Library Circulation Desk.

Crowell Library

820 North LaSalle Boulevard, Chicago, IL 60610

(312) 329-4136

library.moody.edu



Proxy Patron Authorization Form

Library account holder for whom materials will be obtained (please print)

Department _____ Date ___/___/___

Reason for Proxy Patron Authorization Request: _____

List up to four designees (teaching assistant{s}, faculty member, family member, etc.) to be authorized as proxy patron for the library account holder above.

Designee's name (please print)	Timespan begins	Timespan ends	Designee signature here

I understand that I am responsible for any lost or damaged items listed on my account regardless of whether they were checked out by me or by my proxy.

Library account holder signature

Date ___/___/___

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