

# CARLSON LIBRARY – REQUEST FOR PROXY BORROWING PRIVILEGE

## Explanation:

- Use this 2-part form to authorize someone else to use your University I.D. card (i.e., your proxy) to check out books **in your name** at Carlson Library.
- Privilege limited to faculty and patrons with disabilities.
- You will be responsible for all materials checked out for you by your proxy.

## PART 1 (Instructions)

- Complete **Part 2**, below, and bring or send it to the Circulation Department at Carlson Library.
- Allow 5 working days for your request to be processed before sending your proxy to check out materials.
- Your proxy must present both your UT I.D. card and their own U.T. I.D. card or picture I.D. when checking out library material for you (limited to books, documents and pamphlets).
- You may designate only 1 proxy at a time.
- Proxies expire 12 months from the date for the proxy request (unless another (shorter) date is indicated).

*Detach here and bring or send to the Circulation Department at Carlson Library (Mail Stop # 509)*

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## PART 2 (Request for faculty proxy borrowing privilege)

- Print your name: \_\_\_\_\_

R# \_\_\_\_\_ U.T. Dept. \_\_\_\_\_ U.T. Phone \_\_\_\_\_

E-mail \_\_\_\_\_

- Print the name of your proxy borrower: \_\_\_\_\_

Proxy's R# \_\_\_\_\_

- Sign this statement:  
"In naming this proxy, I agree to abide by the University Libraries' policies and procedures as to loan period, recall, fines (OhioLink loans), and charges for damaged or lost items."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please allow 5 working days before sending your proxy, to allow the Circulation Department to process this request.