



THE UNIVERSITY OF
TOLEDO
1872

Carlson Library

Request for Proxy Borrowing Privilege

Disability Patrons

Explanation:

- Use this 2-part form to authorize someone else to use your Rocket Card and check out books **in your name** at Carlson Library.
- This is a privilege limited to 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** Rocket Card and **their own** Rocket Card or picture ID when checking out library material for you.
- You may designate only 1 proxy at a time.
- Proxies expire at the end of current semester.

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

Part 2 (Request for proxy borrowing privilege)

- Print your name: _____
R# _____ UT Dept. _____ UT Phone _____
E-mail _____
- Print the name of your proxy borrower: _____
Proxy's R# (if applicable) _____

In naming this proxy, I agree to abide by the University Libraries' policies and procedures as to loan period, recall, fines (OhioLINK or Search Ohio loans), and charges for damaged or lost items.

Signature: _____ Date: _____