

DATE: _____

MAIL: _____

PICK-UP: _____

PROXY BORROWER'S APPLICATION
(normally processed within five working days)

This letter will authorize:

(Student's name) _____
(Last 4 digits of Student's Social Security Number) _____

to charge out library material in my name. This card, when presented, allows circulation transaction in my name just as though I were the patron making the requests. **The response to renewals, recalls, and other library transactions remain my responsibility.** I am aware that the system does not recognize that my proxy and I are the one and the same person. As a consequence, my proxy can recall a book from me and vice versa. To prevent this, I will check the items charged in my name before requesting a recall by me or by my proxy. I further understand that, when picking up requested materials, my proxy and I will use the card on which the original recall was made, i.e., mine or my proxy's.

Faculty name: _____
(PRINT)

Campus address: _____

Department: _____ Phone: _____ Academic Year: _____

Signature: _____

IMPORTANT CHANGE:

Our Library system will not permit book due dates to extend beyond the expiration date on the patron's record. Therefore, in order to get the faculty due date on proxy charges, we must give your proxy's record the same expiration date as you have. This means we can no longer limit proxy authorization to only one semester or a summer session. **IT BECOMES IMPERATIVE, THEN, FOR YOU TO NOTIFY THE CIRCULATION DESK WHEN A PROXY NO LONGER WORKS FOR YOU.** Upon notification, the staff will immediately cancel the proxy borrower's ability to charge out material in your name.

Status: _____ Issue date: _____ Expiration date: _____ Barcode: _____

*Complete form and return to Hesburgh Circulation's Desk or mail to:

Circulation Hesburgh Library
Notre Dame, IN 46556