

GIBSON D. LEWIS HEALTH SCIENCE LIBRARY

LIBRARY PROXY CARD AUTHORIZATION

Purpose

ID cards and library cards may not be used by anyone other than the cardholder to check out library materials. For their convenience, faculty members may use this form to authorize a designated assistant to check out materials on their behalf. The faculty member will be responsible for all materials checked out to his/her account by the proxy. Faculty members with active proxies are strongly encouraged to monitor their accounts online through the library catalog.

Guidelines

- The person named as a proxy must have a valid UNTHSC ID number.
- The faculty member must indicate a specific expiration date. This date may not extend beyond the end of the current academic year. Renewal of the proxy account will require a new request form.
- Once completed, either the faculty member or the designated proxy submits this form to the Circulation Desk.
- The completed form will be kept on file in the Circulation Department.

Faculty Member: _____

Department: _____

UNTHSC ID number: _____ - _____

I hereby authorize the individual named below to check out library materials to my library account. I agree to be responsible for the return of these materials.

Signature of **Faculty Member**: _____

* * * * *

Name of Proxy: _____

UNTHSC ID number: _____ - _____ Check one: ___ Student ___ Staff

Expiration Date for Proxy account: ____/____/_____

Signature of **Proxy**: _____