American University Library Faculty Proxy Authorization

This form is to be used by American University Faculty to authorize any American University student, staff, or faculty member the ability to borrow library materials directly on the faculty authorizer’s account. This authorization form will also grant the proxy access to the professor’s circulation record.

Terms:

Materials checked out by proxy are for faculty use only.

This form does not grant the faculty member access to the proxy’s account.

The faculty member is responsible for materials borrowed by proxy and any fines/fees accrued.

WRLC/consortium loan items requested by the proxy may be charged to the faculty member, but interlibrary loan requests must be placed by the faculty member in order to be checked out to the faculty member’s account.

Faculty information:

Last name, First name: ____________________________  AU ID number: ______________

Valid until (circle one): January 15  May 15  August 31

Valid until Year: ______________  Faculty initials: ______________

I hereby authorize the following individual to be my proxy borrower until the date indicated. I understand that all items checked-out on my behalf and any fines that may result are my sole responsibility.

Faculty signature: ____________________________  Date: ______________

Proxy information:

Last name, First name: ____________________________  AU ID number: ______________

I, as proxy, agree to the above terms:

Proxy signature: ____________________________