

American University Library Faculty Proxy Authorization

This form is to be used by American University Faculty to authorize any current 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 a proxy and any fines/fees accrued
 - Items requested by a proxy from the WRLC consortium may be charged to a faculty member's account
 - **This does not apply to Interlibrary Loan (ILL) items**
 - Only the patron requesting an item through ILL can check that item out

Faculty Information:

Last name, First name: _____ AU ID number: _____

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

Valid until Year: _____ Faculty initials: _____

I hereby authorized the following individual to be my proxy borrower until the date indicated. I understand that all items check-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: _____ Date: _____

Staff use:

Date: _____

Expiration date: _____

Initials: _____