

## Circulation Alternate User/Proxy Checkout Guidelines

The Proxy Checkout option allows university Faculty and Staff to authorize other individuals to be able to check out library materials on their library records. These individuals may include other staff members, graduate assistants, and student workers assisting with faculty research initiatives or family members (spouse, dependent children). Even though the authorized individual is a student or courtesy user, using the Proxy function, the items will check out for the longer faculty/staff time period. **The sponsoring Faculty/Staff member will receive any notifications (such as Recall or overdue notices) and be responsible for the return of all materials checked out by an authorized Proxy.**

Faculty/Staff members must have a current University ID card (issued after 2004) to set up any proxy access to their library account. They must also provide written authorization. The Faculty/Staff member can either bring the authorization form/letter to the Circulation Desk at the Evans Library or West Campus Library in person, have someone else deliver it, or send it through campus mail. If the letter is not delivered in person, the library will delay activation until a library staff member can contact the Faculty/Staff member and verify the proxy authorization. Faculty/Staff wanting to set up long-term proxy authorizations must still renew the authorization annually.

The authorization letter should contain the following information (see template below):

1. Faculty/Staff member's name.
2. The Faculty/Staff member's library account number (which is the TAMU UIN or newer 16 digit encoded TAMU ID number).
3. The name and UIN (if available) of the individual being added to the Faculty/Staff member's account.
4. A signed statement of acknowledgement of the Faculty/Staff member's responsibility for books checked out and fines accrued via the Proxy User option.

When checking out material for the Faculty/Staff member, **the proxy user needs to inform the Circulation Desk staff that he/she wishes to use the Proxy User option.** Otherwise, the item will automatically be checked out to the individual's student or courtesy user account. **The proxy user must provide some form of picture ID** and be able to provide other verification information (such as address) or their own UIN upon request.

Please note: The library does not screen materials from the open access collections being checked out by minor family members based on appropriateness of content or subject matter.

# Library Proxy Checkout User Authorization Form

Date: \_\_\_\_\_

Faculty/Staff name: \_\_\_\_\_ TAMU UIN: \_\_\_\_\_

I request that the library add the following individuals to my library account for the purpose of checking out materials to my record.

	Name	TAMU ID #/UIN	Status	Expiration Date (1 year maximum)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

I understand that all items checked out to me via the Proxy User option are my responsibility as are any fines incurred. I can revoke the Proxy User option for any individual at any time by contacting the Circulation Staff at Evans Library or West Campus Library.

\_\_\_\_\_  
Signature

Library staff initials: \_\_\_\_\_

Date rec'd: \_\_\_\_\_



## Instructions:

1. Please complete this form and deliver the completed form to the Evans Library Circulation Desk.
2. We recommend that the faculty member deliver the letter in person with a picture ID, otherwise activation may be delayed until a Circulation Department employee can confirm receipt of the authorization with the faculty member.