

Proxy Checkout User Authorization Form

Date: _____

Instructions:

1. Please deliver the completed form to the Evans Library main service desk.
2. We recommend that the faculty member deliver the form in person with a picture ID, otherwise activation will be delayed until a Library employee can confirm receipt of the authorization with the faculty member. Please fill in verification information below.

Faculty/Staff Name: _____ TAMU UIN: _____

I request that the library add the following individuals to my library account for checking out materials directly 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 (Unsigned proxy forms cannot be processed.)

If the person being Proxied TO is not here to present the form in person, please also add contact information to verify willingness of this agreement:

Phone

Email

Library Staff Use Only:

Date Received: _____ P&RS Staff Received: _____

Date Verified: _____ P&RS Staff Verified: _____