

REQUEST FORM
PROXY CIRCULATION PRIVILEGES

Harold B. Lee Library

REQUIREMENTS:

- Faculty or Administrative Staff can designate another person to check out materials on their account. A proxy card is issued to that designee at the Circulation Desk. When checking out materials for the Faculty or Administrative Staff, the assistant must present the proxy card and their BYU ID card. Proxy cards can be issued for individuals only, not for departments.
- The Lee Library will review the personal accounts of both the Faculty or Administrative Staff and the Proxy and may deny a request for proxy privileges based on either's account history.
- To designate a proxy please complete and submit this form to Circulation (3446 HBLL. Phone 422-6061). Please pick up proxy card at the Circulation Desk.

Proxy Privileges to be valid through one semester only. Please circle one:

WINTER

SPRING/SUMMER

FALL

Faculty or Administrative Staff Identification

First & Last Name _____ BYU ID card # _____

As the Faculty or Administrative Staff requesting Proxy privileges I agree to:

- Assume responsibility for books checked out on my record.
- Monitor my record to make sure it has no overdue fines or outstanding bills.

I understand that a Proxy **cannot** resolve fines or problems with my library record.

Faculty or Administrative Staff Signature

Date

Proxy Identification

First & Last Name _____ BYU ID Card # _____

As the Proxy I agree to:

- Present both a **BYU ID Card** and the **Proxy Card** when checking out materials at the Library for the Faculty or Administrative Staff I work with.

I understand that using the Faculty or Administrative Staff's account to check out materials for any purpose other than for the Faculty or Administrative Staff's use is a **violation** of this agreement and of the University Honor Code.

Proxy Signature

Date