Proxy Authorization

The library permits a faculty member to authorize individuals to charge out materials in the faculty member’s name. This permission is extended as a courtesy to the faculty member and should be used only when obtaining materials for the faculty member to use directly. When an individual is obtaining materials for his own use, such materials should be charged out in the individual's name according to his personal library privileges. A faculty member is responsible for all materials charged to this authorization.

Please allow the following individual, ____________________________________________

to charge out materials in my name for my use during the period of time from
______________________ (mon/day/yr) to __________________ (mon/day/yr).

Note: maximum of 12 months.

Faculty Member’s Name: _____________________________________________________

Department: ______________________________________________________________

Office Phone Number: ______________________________________________________

Signature: ________________________________________________________________

Date: _______________________

Please return form to the Griffin Campus Library

Office use only:

Parton #________________________________________

Expiration Date______________________________

Date Assigned ________________________________

Initials ________________________________________

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