



THE UNIVERSITY OF MICHIGAN
UNIVERSITY LIBRARY
PROXY APPLICATION

Borrowing by proxy is intended to provide borrowing privileges to individuals working for or with a University of Michigan faculty member who has a permanent teaching appointment. The proxy borrowing card is issued only upon written authorization of the faculty member. Although the proxy carries the library card, the sponsoring faculty member is wholly responsible for all materials borrowed in his or her name on the proxy card. All notices and correspondence will be addressed to the faculty member.

The faculty member assumes full responsibility for the use made of the card. These responsibilities include:

- Prompt communication with the proxy regarding all notices and correspondence
• Return or renewal of books on the due date
• Immediate return of books that are recalled for use by other borrowers
• Payment for all library materials that may be lost while charged to the proxy
• Written notification if a proxy is to be revoked or cancelled before the expiry date

The sponsoring faculty member's borrowing privileges, as well as the proxy's, will be suspended if the proxy card becomes delinquent.

Proxy cards are issued for no more than one year at a time and must be renewed each year. Please give a date on which the proxy borrowing privilege should expire: _____

Please keep the above statement of policy for your records.

Please bring this form to Circulation Services, Rm. 104, Harlan Hatcher Graduate Library

Please issue a PROXY card in my name to: _____

Faculty name (printed) _____

Faculty member address:

UM ID no. or Library Barcode no. _____

E-mail address: _____

Department: _____

Bldg: _____ Rm: _____

Position/Rank _____

PROXY TO EXPIRE ON: _____ Today's Date: _____

I HAVE READ THE STATEMENT OF POLICY APPLYING TO DESIGNATING PROXIES AS DESCRIBED ABOVE, AND I AM AWARE OF AND AGREE TO THE RESPONSIBILITIES OF A FACULTY MEMBER AS STATED THEREIN.

FACULTY MEMBER SIGNATURE: _____

FOR LIBRARY USE ONLY

Patron Barcode _____ Faculty Department Code _____