



PROXY BORROWING AT THE UNIVERSITY LIBRARY

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 account is created only upon written authorization of the faculty member.

Although the proxy carries the issued card, the sponsoring faculty member is wholly responsible for all materials borrowed in his or her name.

All notices and correspondence regarding Circulation items will be addressed to the faculty member, whereas these messages regarding ILL and 7FAST requests will be addressed to the proxy.

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.

A proxy must have a valid UM username and UM email to be eligible for ILL & 7FAST proxy account. Visit <http://www.itd.umich.edu/username/> for details about UM usernames.

Please fill out the attached form completely, and return it to:

Circulation Services, Room 104, Harlan Hatcher Graduate Library.

Please keep the above statement of policy for your records



THE UNIVERSITY OF MICHIGAN
UNIVERSITY LIBRARY
PROXY BORROWING APPLICATION FORM

PLEASE BRING THIS FORM TO CIRCULATION SERVICES, ROOM 104, HARLAN HATCHER GRADUATE LIBRARY.

Please issue a PROXY borrowing card in my name to: _____

Faculty Name (printed): _____

Faculty UM ID: _____ Faculty Uniqname: _____

COMPLETE THIS SECTION TO REQUEST ILL / 7FAST PROXY PRIVILEGES

CHECK HERE IF YOU WOULD ALSO LIKE A PROXY ACCOUNT FOR ILL / 7FAST.

Proxy Uniqname: _____
(Required for ILL & 7FAST proxy privileges.)

7FAST & ILL Delivery Preference:

- | | |
|---|--|
| <input type="checkbox"/> Hatcher Graduate Library (Default) | <input type="checkbox"/> Museums Library |
| <input type="checkbox"/> Art, Architecture & Engineering | <input type="checkbox"/> Music Library |
| <input type="checkbox"/> Buhr Reading Room | <input type="checkbox"/> Public Health Library |
| <input type="checkbox"/> Business School Library | <input type="checkbox"/> Taubman Medical Library |
| <input type="checkbox"/> Fine Arts Library | <input type="checkbox"/> Undergraduate Library |
| <input type="checkbox"/> Flint - Thompson Library | <input type="checkbox"/> Campus Delivery* |

**Campus Delivery requires a valid, non-residential Ann Arbor campus address:*

Department: _____

Bldg: _____ Room: _____

Proxy to expire on: ___/___/_____
(Proxy accounts will expire in one year unless noted.)

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: _____

Proxy Signature: _____

LIBRARY USE ONLY

Barcode : _____

Date: _____ Staff Initials: _____