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 uniqname and UM email to be eligible for ILL & 7FAST proxy account. Visit [http://www.itd.umich.edu/uniqname/](http://www.itd.umich.edu/uniqname/) for details about UM uniqnames.

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.
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:

☐ Hatcher Graduate Library (Default) ☐ Museums Library
☐ Art, Architecture & Engineering ☐ Music Library
☐ Buhr Reading Room ☐ Public Health Library
☐ Business School Library ☐ Taubman Medical Library
☐ Fine Arts Library ☐ Undergraduate Library
☐ Flint - Thompson Library ☐ 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: ____________________________________________

9/7/2009