

Proxy Borrowing Form (for Teaching/Departmental Assistants)

Millikin University faculty members and administrators may designate another Millikin University person such as a teaching or departmental assistant to borrow library materials on the faculty member or administrator's behalf (proxy borrowing). They may also place items on and remove items from reserve on the faculty member or administrator's behalf.

Since materials thus borrowed become the responsibility of the person on whose behalf they are borrowed, a written authorization form is required as protection for the faculty member or administrator. No proxy borrowing permission will be granted without this signed permission form.

The library's circulation system will be set up so that the proxy (assistant) borrower will use *their own Millikin University ID* to charge library items to the faculty member or administrator's library account, for the time period indicated on this form.

I authorize the person named below (proxy borrower) to borrow Staley Library materials on my behalf:

Name of proxy borrower: _____

MU ID # of proxy borrower: _____

Length of time for which this authorization is valid (one school year maximum):

From: / /201_ to / /201_

OR: (name of semester) _____

I acknowledge that I am fully responsible for any materials borrowed by my proxy.

Name of faculty member/administrator: _____

MU ID # of faculty member/administrator: _____

Signature of faculty member/administrator: _____

Name of library staff member accepting authorization: _____

Today's date: / /201_

Library Staff initials & date processed: