



PROXY DEPENDENT BORROWING FORM

Faculty Member Dependents

This *Proxy Dependent Borrowing Form* has been created to enable a faculty member to authorize the use of his/her credentials by his/her dependents as a “Proxy Faculty Dependent Borrower.”

All overdue materials, losses, damages, fees and fines incurred by the “Proxy Dependent Borrower” shall be the responsibility of the sponsoring faculty member. This *Proxy Dependent Borrowing Form* is valid for **one year** of sponsorship. A new form may be submitted each year thereafter.

To set up “Proxy Dependent Borrowing”:

1. The sponsoring faculty member must fill out this form and bring it to the Walker Library Circulation Desk where the *Proxy Borrowing Card* will be issued.
2. After the 24-48 hour processing time, the “Proxy Dependent Borrower” can check out materials.
 - a. Your spouse will need to present a current picture ID-Driver License and the issued *Proxy Card* to borrow materials.
 - b. You must accompany your child when borrowing materials.
 - c. The proxy borrower may only check out 2 items at a time.
 - d. The loan period is 28 days per item.
 - e. One renewal for an additional 28 days is permitted per item.

PLEASE PROVIDE THE FOLLOWING INFORMATION

SPONSORING FACULTY MEMBER'S NAME
(PLEASE PRINT)

PROXY DEPENDENT'S NAME

DEPARTMENT & CAMPUS ADDRESS

RELATIONSHIP
(SPOUSE, CHILD)

CAMPUS TELEPHONE NUMBER

INSTITUTION ID (M NUMBER)

SIGNATURE—SPONSORING FACULTY MEMBER

HOME PHONE NUMBER

TODAY'S DATE

PROXY DEPENDENT SIGNATURE

For department use only

Faculty ID _____

Student ID _____