



PROXY STUDENT BORROWING FORM Student, Research or Graduate Assistant

This *Proxy Student Borrowing Form* has been created to enable a faculty member to authorize the use of his/her credentials by a specified student that will be designated as a "Proxy Student Borrower."

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

To set up the "Proxy Student Borrowing":

1. The sponsoring faculty member and the intended "Proxy Student Borrower" must each fill out their respective portions of this form.
2. This form **and** both the faculty **and** student's MTSU ID Cards must to be presented to the Walker Library Circulation Desk.
3. After the 24-48 hour processing time, the "Proxy Student Borrower" can check out materials for the sponsoring faculty member using his/her own Student MTSU ID Card. However, before checking out materials for the faculty member, the "Proxy Student Borrower" must tell the Circulation Desk Assistant that the materials are to be checked out to the faculty member.

PLEASE PROVIDE THE FOLLOWING INFORMATION

_____ SPONSORING FACULTY MEMBER'S NAME (PLEASE PRINT)	_____ PROXY BORROWER'S NAME
_____ DEPARTMENT & CAMPUS ADDRESS	_____ RELATIONSHIP (STUDENT, GRADUATE ASSISTANT)
_____ CAMPUS TELEPHONE EXTENSION	_____ INSTITUTION ID (M NUMBER)
_____ FACULTY MEMBER'S SIGNATURE	_____ HOME PHONE NUMBER
_____ TODAY'S DATE	_____ PROXY STUDENT SIGNATURE

For department use only

Faculty ID _____

Student ID _____