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.”

Materials checked out appear on the faculty member’s library account.

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 proxy will need to present a current picture ID-Drive License and the issued Proxy Card to borrow materials.
   b. You must accompany children under age 13 when borrowing materials.

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 BARCODE “B” on back of MTSU ID

SIGNATURE—SPONSORING FACULTY MEMBER HOME PHONE NUMBER

TODAY’S DATE PROXY DEPENDENT SIGNATURE

For department use only

Faculty ID ___________________ Student ID ___________________