



Newman Library Proxy Borrower Authorization


Proxy borrower privileges are granted to adults (over the age of 18) designated as proxies by **Virginia Tech faculty and staff**. Proxy borrowers may check out book materials on behalf of the authorizing party, in addition to checking out media materials for **class use** for an extended period of time and placing materials on reserve. For additional information please see our webpage at <http://www.lib.vt.edu/services/circ-reserve/services.html#proxy>.

Authorizing Faculty or Staff Member	Proxy Borrower
<i>Must be 18 years old, employed by Virginia Tech and have a valid Faculty/Staff Hokie Passport ID</i>	<i>Must be 18 years old & have a valid Hokie Passport ID</i>
Name:	Name:
Patron ID No. (the no. on your Hokie Passport or Library card)	Patron ID No. (the no. on your Hokie Passport or Library card)
Office Address:	Address:
Campus Mail Code:	I am a: <input type="radio"/> VT Student, currently enrolled <input type="radio"/> VT Employee
Department:	Phone:
Phone:	E-mail:

 Please select the expiration date. Note that when the proxy expires, you will need to submit this form again.

Proxy Expires:	<input type="radio"/> Fall	20_____	Proxies are valid for no longer than one academic year. If no date is given, the proxy will expire at the end of the current semester.
	<input type="radio"/> Spring		
	<input type="radio"/> Summer		

 By submitting this proxy, I authorize the above person to: checkout library materials on my library account; place materials on reserve for my class and/or the proxy's class; and checkout media materials for extended class use in my name and/or the proxy's name.

 I accept full and final responsibility for any and all fines and/or replacement charges for these materials. Additionally I understand that all library notices (such as overdue, recall, fine, & billing) will be sent to me via my vt.edu e-mail.

Signature

Date