
LEDDY LIBRARY PROXY BORROWER AUTHORIZATION

- PURPOSE:** To enable University of Windsor faculty and staff members (the Sponsor) to authorize a proxy/proxies to conduct library business on his/her behalf at the Leddy Library, including the circulation of books, submission of ILL requests and retrieval of ILL materials.
[Note: this service does not include the Paul Martin Library]
- *This service is not intended to facilitate independent study by the proxy borrower.*
- ELIGIBILITY:** Sponsors are faculty members and staff currently employed at the University of Windsor. Proxies are student research assistants and/or graduate assistants who are 18yrs or older with a valid and current UofW student card. Alumni card or External Borrower's card.
- *Both Sponsors and Proxies are required to have borrowing records that are clear of outstanding fines at the time of authorization.*
- NUMBER:** Sponsors may authorize up to four (4) proxy borrowers at a time.
- NOTE:** **No distinction is made between materials checked out on behalf of the sponsor by an authorized proxy and materials checked out on the sponsor's own UofW faculty card. Responsibility for all library notices and late or replacement charges reside with the sponsor.**
- EXPIRY:** Sponsors may authorize a proxy for up to three (3) semesters or one full calendar year. If undesignated, the default period will be one (1) semester only. Sponsors may renew an authorization by sending an email to [request @uwindsor.ca](mailto:request@uwindsor.ca)
- *Sponsors **must** contact the library if a proxy is no longer to be honoured during the designated period of authorization.*
- PROCEDURE:** The sponsor completes and signs the attached form, **including all digits of the barcode on her/his library card**. The proxy brings the completed form to the Circulation Desk along with his/her own valid student card or library card, and the proxy designation will be set.
- *A completed & signed form is required for each additional proxy.*
- FORMS:** Proxy Borrower Authorization forms are available from the Leddy Homepage (www.uwindsor.ca/library) under Library Services for Faculty, or from the Circulation Desk.
- CONTACT:** Circulation Desk Phone: ext. 3402
Circulation Desk Email: request@uwindsor.ca

LEDDY LIBRARY PROXY BORROWER AUTHORIZATION

Date: _____

Faculty / Staff: _____
(Last name, First name)

Faculty / Staff Library Barcode: **2186200** _ _ _ _ _

Department: _____ Ext. _____ Email: _____

I authorize the following person(s) as my proxy/proxies to charge out library materials for the time period designated [up to 3 semesters (1 year) only]

Surname, First :		<input type="radio"/> Undergraduate student
Email:		<input type="radio"/> Graduate Student
Activation Date:		<input type="radio"/> Alumni Borrower
Expiry Date		<input type="radio"/> External Borrower

Surname, First :		<input type="radio"/> Undergraduate student
Email:		<input type="radio"/> Graduate Student
Activation Date:		<input type="radio"/> Alumni Borrower
Expiry Date		<input type="radio"/> External Borrower

Surname, First :		<input type="radio"/> Undergraduate student
Email:		<input type="radio"/> Graduate Student
Activation Date:		<input type="radio"/> Alumni Borrower
Expiry Date		<input type="radio"/> External Borrower

Surname, First :		<input type="radio"/> Undergraduate student
Email:		<input type="radio"/> Graduate Student
Activation Date:		<input type="radio"/> Alumni Borrower
Expiry Date		<input type="radio"/> External Borrower

I understand that by assigning proxy, the above person(s) may charge out library materials in my name, and the materials will be charged to my library patron record. I'm responsible for all materials charged out, and will receive all overdue and recall notices for these materials. I am responsible for any charges incurred if materials are lost, overdue, or damaged. I understand that my proxy/proxies will be denied loan privileges on my behalf if fines are in excess of \$10.00 as per library policy.

I understand that my proxy/proxies will show their own University of Windsor student cards and state that they are charging materials in my name.

SIGNATURE: _____

staff use:

Date Issued: _____

Initials: _____