

West Virginia University Libraries
Evansdale Library
Circulation Department
PO Box 6105
(304) 293-5039 ext. 5101

Faculty Proxy Card Authorization Form

1. **Policy and Procedures: Please Read Carefully**

- a) The holder of the proxy card is entitled to check out books on the undersigned account.
- b) The faculty member agrees to return this form in person to Evansdale Circulation.
- c) The faculty member granting the privileges will accept full responsibility for all materials checked out to the proxy card. This includes but is not limited to overdue fines, recall fines, and lost book charges.
- d) The proxy card is valid until the end of the semester during which it is issued. Proxy cards can be renewed only with the written authorization of the faculty member.
- e) The card is not intended for the personal use of students. Students may check out books, which the faculty member has authorized.

2. **Proxy Information:**

Name _____

Local Address _____

Local Phone Number _____

3. **Faculty Information:**

I _____ hereby authorize the person named above to be my proxy borrower for the time indicated below. I have read this form. I understand I will be completely responsible for all materials charged by my proxy.

Faculty Barcode Number: _____

Faculty Signature: _____

Date: _____

Proxy Barcode Number: _____

Date Issued: _____

Date Expires: _____