

Proxy Borrower Card Information

- Purpose:** To enable a sponsor to authorize a proxy who may check out materials to assist the sponsor in research. The privilege is not intended to facilitate independent research by the proxy.
- Eligibility:** Sponsors are University of Texas at Austin faculty, professional staff, and formally appointed Visiting Scholars; and University of Texas Regents, System administrators and professional staff. Proxies must be at least sixteen years old.
- Number:** A sponsor may designate no more than 4 concurrent proxies.
- Sponsor Responsibility:** Includes **all processing fees and book replacement charges** as well as all communications (notices and bills) concerning the materials checked out on the proxy card. **No distinction is made between materials checked out on the proxy card and on the sponsor's own UT ID.** Information concerning materials checked out by the sponsor is available to the proxy.
- Procedure:** The sponsor completes and signs the form below, including the full UT ID number or EID. The proxy applies in person by bringing the form and a photo ID to the Perry Castañeda Library Courtesy Borrower Services Desk during its posted hours. Application may not be made electronically.
- Validity:** Period authorized by the sponsor which may not exceed August 31 of each fiscal year. The proxy card must be returned to the sponsor or the PCL Circulation Desk Supervisor if the proxy affiliation ceases before the card's expiration date.
- Lost Card:** Report loss immediately to the PCL Circulation Desk Supervisor at (512) 495-4305.

For more information call Courtesy Borrower Services at 495-4305.

<i>Proxy Borrower Card Application</i>	
<i>Please Print or Type</i>	
Sponsor	Sponsor's UT ID No. or EID
Proxy Name	Sponsor's Dept., Bldg, Rm, Phone
I authorize use of this Proxy Borrower Card through _____	
month/day/year	
I agree to observe the regulations described in "Proxy Borrower Card Information" and I accept responsibility for materials checked out with this proxy card.	
Sponsor's Signature	Date
<i>Library Use Only</i>	
Date Issued _____	Staff Initials _____ CB 04/12