

Proxy Borrower Card Information

- Purpose:** A sponsor may authorize a proxy to check out materials, including interlibrary loan items, to assist the sponsor in research. The privilege is not intended to facilitate independent research by the proxy.
- Eligibility:** Borrowers who may appoint proxies to check out materials are
- University of Texas at Austin faculty and professional staff
 - University of Texas at Austin formally appointed Visiting Scholars
 - University of Texas Regents, System Administrators and professional staff.
- Proxies must be at least 16 years old.
- Number:** A sponsor may designate no more than 4 concurrent proxies.
- Sponsor Responsibility:** The sponsor is responsible for monitoring his or her account and for timely renewal or return of materials. All library notices and bill are sent to the sponsor, who is responsible for **all charges for overdue, damaged or lost materials** checked out by the proxy. **No distinction is made between materials checked out on the proxy card and on the sponsor's own UT ID card.** Information concerning materials checked out by the sponsor is available to the proxy.
- Procedure:** The proxy must apply in person at the Perry Castañeda Library Courtesy Borrower Services Desk during its posted hours, presenting a photo ID along with the form below fully completed and signed by the sponsor. 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 Checkout Desk Supervisor upon the card's expiration date, or earlier if the proxy affiliation ceases before that date.
- Lost Card:** Report loss immediately to the PCL Checkout 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 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 6/06