The University of Texas at Austin
University of Texas Libraries

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.

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 their own account and for timely renewal or return of materials. All library notices and bills 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 sponsor must complete and sign the form below. The proxy should then present the completed form and their photo ID at Courtesy Borrower Services in the Perry Castañeda Library (during its posted hours) to obtain the card. 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 Courtesy Borrower Services Desk upon the card's expiration date, or earlier if the proxy affiliation ceases before that date.

Lost Card: Report loss immediately to the Courtesy Borrower Desk at (512) 495-4305.

For more information call Courtesy Borrower Services at (512) 495-4305.

Proxy Borrower Card Application

Sponsor must complete all fields. Please Print or Type

Sponsor's Name _____ Sponsor's EID _____ Office Bldg, Rm, Phone _____

Proxy's Name _____ 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 _____

Library Use Only

Date Issued _____ Staff Initials _____ CB 8/18