

Proxy Borrowing Application

Faculty Sponsor

Name: _____

Department: _____ Phone #: _____

E-mail address (Andrew ID): _____

As faculty, I have read, understand and agree to comply with the borrowing regulations and Policy on Library Proxies.

Faculty signature & date

All correspondence pertaining to this proxy will be address to the faculty sponsor.

Proxy Applicant

Name: _____

E-mail address (Andrew ID): _____

Status (check one):

- Full-time permanent staff (12 months)
 Graduate student (1 semester)
 Undergraduate student (1 semester)

As proxy, I have read, understand and agree to comply with the borrowing regulations and Policy on Library Proxies.

Proxy signature & date

Staff Use

Approved by: _____

Expiration date: _____

Input in CAMEO by: _____ Date: _____

Proxy Borrowing Policy

Purpose

Carnegie Mellon University Libraries permits University faculty to have proxies who are permitted to checkout material on behalf of the specified faculty member. The privilege is meant to assist faculty with their library research.

Who is eligible?

Proxy privilege may be extended to regular Carnegie Mellon University faculty.

Who may serve as a proxy?

CMU staff employed by faculty's department, students or research associates are eligible to serve as proxies. They will be required to present their own CMU ID when borrowing materials for the faculty member.

Who is responsible for borrowed materials?

The proxy privilege may only be used in support of the faculty member served by the proxy. Faculty members are responsible for all materials borrowed in their name. All circulation notices will be sent to the faculty member. The privilege can be suspended or revoked at the discretion of library staff.

How do I apply for proxy privileges?

Submit completed application to any of the library circulation desks.