

Proxy Patron Program

Faculty may grant proxy borrowing privileges to a trusted WPI student worker, research assistant, staff member, spouse or domestic partner to check out items from the Gordon Library on their behalf.

- Both the faculty member and the proxy must be in good standing with the library.
- Both the faculty member and the proxy must complete the *Proxy Patron Authorization Form*.
- The faculty member assumes full responsibility for all items checked out by the proxy on their behalf, including payment for damage or replacement.
- Proxy privileges are issued for a time period selected by the faculty member, may be renewed at their request and notification must be given to the library if privileges are to be terminated.
- Each faculty member may designate one academic proxy and one family member proxy.
- Proxies must identify upon checkout that they are checking the items out on behalf of the faculty member.
- Proxies must check out items for their personal research on their own account.
- Library notices will be sent to the faculty member regarding any overdue items or bills.
- ARC libraries will *not* honor this service.
- Proxy privileges expire when faculty or academic appointment expires.

Proxy Patron Authorization Form

Faculty Member's Name

Faculty Member's Barcode Number

Proxy's Name

Proxy's Barcode Number

The above named person has permission to function as a proxy patron from

____/____/____ to ____/____/____.

Faculty Member's Signature

Proxy's Signature

____/____/____
Date

____/____/____
Date

5/22/2007