

Proxy Request Form

The University of Oregon Libraries Proxy Program allows UO Faculty to designate one person to act as their representative when checking material out from the Libraries. Additional information is available online at: <http://libweb.uoregon.edu/borrowing/proxy.html>.

By designation another person to act as your proxy, you are authorizing that person to check materials out in your name. You become responsible for any replacement costs, service charges, or overdue fines that accrue for materials checked out in your name by your proxy. If your proxy leaves the UO or is not longer working for you, please be sure to return his or her proxy card to the Knight Library Checkout Desk with a note.

Any questions concerning this program should be directed to the Assistant Head, Access Services Department (346-1915) or to the Head, Access Services Department, (346-1914), Knight Library.

Please print:

Faculty name (last name, first): _____

Faculty ID (last four digits of Duck Web 95* number): ____ _

Faculty Department: _____

Designated proxy (last name, first): _____

Expiration date of proxy card (may be no longer that one year): _____

In making this request I acknowledge that I am financially responsible for all library material charged to my name by the above named representative. I also understand that my proxy is not eligible to use the library's electronic resources from off-campus using my ID to obtain access.

Faculty signature: _____ Date: _____

To complete this application, have the designated proxy bring this completed form and their photo ID to the Knight Library Checkout Desk.

Staff Use Only

Faculty name: _____

Date issued: _____ Surrogate number issued: _____

Staff: _____ Expiration Date: _____