

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 designating 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 no longer assisting you, please be sure to contact the Knight Library Checkout & Reserves desk (346-3065, ecirc@uoregon.edu) to remove their authorization.

Any questions concerning this program should be directed to the Lending Services Manager, Knight Library: 346-1918, ecirc@uoregon.edu

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 than one year): _____

By 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 permitted to use my credentials to access the library's electronic resources from off-campus.

Faculty signature: _____ Date: _____

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

Staff Use Only

Date issued: _____ Staff: _____

Expiration Date: _____

Notes: _____