University of Kansas Libraries

Proxy Borrower Card Policy

Purpose of the Proxy Borrower Card. To allow a Sponsor to authorize a Proxy to check out library materials on behalf of the Sponsor. This includes check-out of KU Libraries circulating collections and items borrowed from another library (Interlibrary Loan). The Proxy Borrower Card does not include on- or off-campus access to electronic resources and does not include an account to store funds for copying and printing.

Proxy Sponsor Eligibility. University of Kansas Faculty, Unclassified Academic Staff, Unclassified Professional Staff, University Support Staff, and KU Graduate Students who have valid KU Libraries access, circulation, and request privileges may sponsor up to 3 individuals to act as their proxies. Exceptions will be considered for other active borrowers requiring accommodation to use the University of Kansas Libraries.

Proxy Eligibility. The Proxy should be a person trusted by the Sponsor to act on the Sponsor's behalf and need not be eligible for KU Libraries privileges. The Proxy should be 18 years of age or older, and have a government issued photo ID or a current KU Card.

Application Process. Proxy Borrower Card Application Forms are available from any KU Libraries service desk or may be printed from the web at **lib.ku.edu/policies/proxy-policy-application**. Completion of the online application, which requires the Proxy Sponsor to log in with their KU Online ID, or a paper copy application form with an original signature is required for each proxy card requested. Applications may be submitted with one of these methods:

1. Completion of the online application by the Proxy Sponsor.
2. A paper application submitted to the Circulation Business Specialist at the Watson Library Service Desk.
3. By mailing a printed copy of the application PDF (see link in paragraph above) to: Circulation Business Specialist, University of Kansas Libraries, 1425 Jayhawk Blvd., Room 350, Lawrence, KS 66045.

Where Accepted. KU Libraries Proxy Borrower Cards will be honored at Anschutz Library, Murphy Art & Architecture Library, Gorton Music & Dance Library, Spahr Engineering Library, and Watson Library. The Proxy Borrower Card is not accepted at Kenneth Spencer Research Library or Wheat Law Library on the Lawrence campus or at the KU Medical Center libraries (Clendening, Dykes, and Farha).

Card and Number. Each Sponsor will receive one 6-digit proxy number to be shared by all of the Sponsor's Proxies. A Proxy Borrower Card will be issued to each Proxy for whom an application form has been submitted.

Privileges Granted. Items checked out using the Proxy Borrower Card will receive the same loan period as the Proxy Sponsor, including Interlibrary Loan items. All privileges granted are governed by the University of Kansas Libraries Access, Circulation, and Request Services policies. See **lib.ku.edu/policies**.

Duration of Privileges. The Proxy Borrower Card is active as long as the Sponsor continues to be eligible for library privileges or until the Sponsor indicates that the Proxy is no longer authorized to act on the Sponsor's behalf. To cancel Proxy privileges, the Sponsor should notify the Circulation Business Specialist with an email message to **libraryaccount@ku.edu**. A Sponsor's privileges will be suspended if a total of $75 or more in unpaid library charges has accumulated or when the Sponsor is no longer enrolled at or employed with the University.

Proxy Responsibilities. Proxies are expected to use the Proxy Borrower Card for library privileges on behalf of the Sponsor and not for personal use. Proxies should come to the library with the Proxy Borrower Card and a government issued photo ID or current KU Card.

Proxy Sponsor Responsibilities. The Proxy Sponsor is responsible for monitoring all materials borrowed for overdue fines and other charges incurred, and for the timely return and renewal of library materials. All email notices for items checked out by Proxies are sent to the Proxy Sponsor.

Privacy Issues. Checkout Email Receipts, Overdue, Recall, and Billing Notices for items checked out by Proxies will be sent to the Proxy Sponsor It is not possible to determine which items were checked out by the Proxy or by the Proxy Sponsor. Only the Proxy Sponsor will be able to view and renew items in the Proxy Sponsor's My Account record.

PROXY BORROWER CARD APPLICATION FORM

PLEASE COMPLETE ONE APPLICATION FORM FOR EACH PROXY REQUESTED

University of Kansas Libraries

Proxy Borrower Cards from the legacy system are no longer valid.

Proxy Sponsor

Note: the 8-digit barcode is the last 8 digits of the 16-digit number appearing on the front of your KU Card.

Name: _____ 8-digit barcode number: _____

Print email address above – Please print legibly

Circle Type: Faculty Staff Graduate Student Other/Special

I have read and will comply with the Proxy Borrower Card Policy statement as well as the University of Kansas Libraries Access, Circulation, and Fines & Fees Policies. For information, see **lib.ku.edu/policies**. I understand that all of my proxies will be assigned the same six-digit proxy number. **The proxy sponsor is responsible for all materials borrowed and fines and charges incurred through the proxies.** Proxy Borrower Cards will expire only when the sponsor's privileges expire unless otherwise reported by the sponsor.

X _____ Date: _____

Sponsor Signature

Proxy Borrower Information

Name: _____

Proxy Email: _____

No automated KU Libraries Notices will be sent to the Proxy Borrower. The email collected will only be used for direct communication with library staff when necessary.

Proxy Borrower Card Delivery

☐ Mail to Proxy Sponsor (list address) _____

☐ Mail to Proxy (list address) _____

☐ Pick-up card at Watson Library Circulation Desk

LIBRARY USE ONLY

Date application form received:	
Date card issued:	
Proxy number assigned:	
Processed by:	
Notes:	