

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 and to request library services on behalf of the Sponsor. This includes requests for and 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 with special needs.

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 have a current KU Card or government issued photo ID and be 18 years of age or older.

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. A paper copy application form with original signatures is required for each proxy card requested. Completed application forms require signatures for both the Proxy Sponsor and the Proxy and may be submitted with one of these methods:

1. In person to the Circulation Business Specialist at the Watson Library Checkout Desk.
2. By mail to: Circulation Business Specialist, University of Kansas Libraries, 1425 Jayhawk Blvd., Room 350, Lawrence, KS 66045.
3. As PDF attachment to email sent to the Circulation Business Specialist at libfines@ku.edu.

Where Accepted. KU Libraries Proxy Borrower Cards will be honored at Anschutz Library, Art & Architecture Library, 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. Proxies will be granted the same circulation and request privileges as the Proxy Sponsor, and when applicable, include Interlibrary Loan and Document Delivery services. 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 libfines@ku.edu. A Sponsor's privileges will be suspended if a total of \$80 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 will agree 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 current KU Card or government issued photo ID.

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. Overdue, Recall, Notice of Fine or Fee, and Statement of Fines and Fees notices for items checked out by Proxies are sent to the Proxy Sponsor.

Privacy Issues. The Proxy and the Proxy Sponsor will be able to view and to renew items in the Proxy Sponsor's My Account library record. It is not possible to determine which items were checked out by the Proxy or by the Proxy Sponsor.

PROXY BORROWER CARD APPLICATION FORM

PLEASE COMPLETE ONE APPLICATION FORM FOR EACH PROXY REQUESTED

University of Kansas Libraries

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: _____

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Print email address above – Please print legibly and include the full e-mail address; for example, s321z789@ku.edu.

Circle type: Faculty Staff Graduate Student 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

Do you currently have proxies? Yes No How many? _____ Proxy number: _____

Names of proxies to expire: _____

Names of proxies to keep active: _____

Proxy Name *Please print name legibly.*

Name: _____

Address: _____

By signing, I agree to use this borrower card on behalf of the sponsor and not for personal use.

X _____ Date: _____
Proxy Signature

Proxy Borrower Card Delivery

Mail to Proxy Sponsor (list address) _____

Mail to Proxy (list address) _____

LIBRARY USE ONLY

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