Gumberg Library at Duquesne University
Faculty Proxy Borrowing Agreement

This agreement permits a faculty member or administrator to assign a graduate student or administrative assistant proxy status, to allow the proxy to check out books using the faculty member’s library account.

At the beginning of the semester, the proxy must bring this completed form to the Library’s Circulation desk along with a photocopy of the faculty member’s Duquesne University ID and the proxy’s ID. Thereafter, the proxy will only need to bring their own ID to check out or pick up materials for the faculty member.

Please note that the faculty member or administrator is responsible for all materials checked out by his/her proxy. Proxy status is limited to one graduate student or administrative assistant per faculty member per semester. *Proxy status must be renewed every semester.*

**Faculty Member**

Name: _________________________________________________________________________

DU Card Number: _________________________________________________________________________

Telephone: _________________________________________________________________________

Email: _________________________________________________________________________

**Proxy**

Name: _________________________________________________________________________

DU Card Number: _________________________________________________________________________

Telephone: _________________________________________________________________________

Email: _________________________________________________________________________

I authorize the proxy named above to check out materials in my name as well as pick up ILL and PALCI materials for me. I understand that I am financially responsible for all materials checked out using my ID. I understand that library journals may not circulate and that requests for exceptions must be made in person by the Faculty member.

__________________________________________________________
Faculty Member Signature

__________________________________________________________
Circulation Staff Member

__________________________________________________________
Date Expires

Revised January 27, 2003