

MEMORANDUM

TO: Access Services Department
University Library

FROM: Faculty Member's name (type or print)

Department

SUBJECT: Authorization of assistant for University Library proxy access

The assistant will be using their own Panthercard to charge items out to the faculty member's library account*. The assistant must identify to which account the library materials will be charged. The faculty member is responsible for all materials charged out to their account by proxy. This privilege also gives the assistant access to viewing the faculty member's account.

*Faculty members must already have an established account with the library before this form can be processed. Please contact the Circulation Desk at (404) 413-2820 if you have any questions.

**If form is printed from website, please sign (both faculty and proxy) and either return to the North Circulation Desk in University Library; mail to Circulation Desk; or fax to 3-2821.

This form is to authorize my assistant to check out library materials to my account by proxy. I understand that this privilege also gives the assistant access to viewing the items I have currently charged out.

This authorization is to expire on or at the end of the current fiscal year (6/30).

Signature of Faculty Member

Date

Patron Library ID

Signature of Assitant

Date

Patron Library ID