

Authorization for Georgia State University Library Proxy Access

TO: User Services/Circulation
University Library

FROM: _____
Faculty Member's Name

Department

Campus

This form authorizes _____ to check out materials to my account by proxy. The authorization will expire on ___/___/___ (if no date is provided, proxy access will expire on June 30, the end of the current fiscal year).

I understand that this authorization also gives the designated user access to view my account information.

Signature of Faculty Member

Date

Faculty PantherCard #

Signature of Designated Proxy User

Date

Proxy User PantherCard #

The designated proxy user will provide their own PantherCard to borrow items on the faculty member's behalf; the items charge to the faculty member's account*. The user must explicitly identify the transaction as a faculty loan by proxy. The faculty member is responsible for all materials charged to their account by the designated proxy user.

*Faculty members must already have an established account with the University Library before we can process this form. Please contact the Circulation Desk of your campus location if you have any questions:

Alpharetta 770-274-5653
Atlanta 404-413-2820
Clarkston 678-891-3645
Decatur 678-891-2591
Dunwoody 770-274-5085
Newton 770-278-1260