

# VCU Libraries

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Faculty Proxy Borrowers' Registration Form

VCU faculty members and other pre-approved individuals may authorize up to five persons to charge library materials in the faculty member's name.

- Your signature indicates that you accept complete responsibility for materials charged out in your name.
- Authorized borrowers will need picture identification to borrow materials; however, they will not need your ID card.
- This form **expires** one year from the date of submission.
- The faculty member granting privileges must return the form **in person** and present a valid VCU ID card.
- Should you wish to remove a name from the list, please notify us immediately either in writing or in person. You will be responsible for any charges made until formal notification is delivered.
- Please keep a copy for your files.

Authorizing Faculty Name: \_\_\_\_\_  
Last First MI

Campus P.O. Box: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

VCU CARD # : \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Borrower's Name (Last,First M.I.)

VCU CARD Number

Proxy valid until

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I authorize these persons to charge library materials in my name. I accept full responsibility for any accrued fines, whether for overdue, not returned, or damaged materials.**

Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library Staff Authorization: \_\_\_\_\_

Return this completed form to:

VCU Libraries  
James Branch Cabell Library  
Circulation & Information Services  
901 Park Avenue, PO Box 824033  
Richmond, VA 23284-2033  
Fax: (804) 828-5699  
Phone: (804) 828-1111

OR

VCU Libraries  
Tompkins-McCaw Library  
Education & User Services  
509 N. 12<sup>th</sup> Street, PO Box 980582  
Richmond, VA 23298-0582  
Fax: (804) 828-7473  
Phone: (804) 828-0636