Faculty Proxy Borrowers’ Registration Form
Circulation and Information Services
Last updated August, 2013

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 some form of 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.

____________________________________________________
(Please print)

Authorizing Faculty Name: ____________________________________________________________

_________________________________________  ___________________________  __________
Last                                           First                                             MI

Campus P.O. Box:_____________________________    Telephone:  (______)_______________________

VCU Card Number:_____________________________    E-mail: ___________________________________

Authorized Borrower’s Name (Last, First M.I.)   VCU Card Number                   Proxy Valid until (date)
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                                             Staff Authorization