



# 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)
---	-----------------	--------------------------

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 Staff Authorization