

# Bailey/HoweLibrary Proxy Borrower Authorization Form

Bailey/Howe Library Circulation – [bhcirc@uvm.edu](mailto:bhcirc@uvm.edu) -- 656-2023

**To:** All UVM Faculty and Officers of the University.  
**From:** Bailey/Howe Library Circulation Department.

VOYAGER, the University Libraries' online integrated management system allows Circulation Staff to link authorized proxy borrowers directly to your own patron borrowing record. After you complete this form, your approved proxy(s) need only present their own UVM ID card, and inform Circulation Staff that they are charging out materials for you. Materials will then be assigned to your patron record. This is an effective means for acquiring books you need but having another UVM affiliate simply pick them up for you. Please keep in mind that this also transfers the responsibility of making sure the books are eventually returned, to you. It is advised that Proxies be told that these materials should be delivered to your possession shortly after they are charged out at the Library.

To assign a proxy or update your proxy record, please complete the form below and return it to the Bailey/Howe Library Circulation Desk. Keep in mind that proxy-borrowing privileges require an expiration date, and therefore you will need to occasionally update this information.

Proxy Borrower's MUST BE UVM AFFILIATES (Student or Employee at UVM).

Date \_\_\_\_\_ Faculty/Officer's Name \_\_\_\_\_

UVM Department \_\_\_\_\_ UVM Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

I, hereby authorize the following person(s) as my proxy borrower:

1. \_\_\_\_\_ Date to Expire Proxy (MM,DD,YEAR) \_\_\_\_\_  
(Last name, first name)

2. \_\_\_\_\_ Date to Expire Proxy (MM,DD,YEAR) \_\_\_\_\_  
(Last name, first name)

3. \_\_\_\_\_ Date to Expire Proxy (MM,DD,YEAR) \_\_\_\_\_  
(Last name, first name)

4. \_\_\_\_\_ Date to Expire Proxy (MM,DD,YEAR) \_\_\_\_\_  
(Last name, first name)

I understand that by assigning proxy status to these individuals that they may charge out library materials in my name. The materials would be charged to my patron record. I will receive all overdue and recall notices for these materials. I am responsible for all such materials that are charged out. I am responsible for any fines and/or replacement costs if materials are lost, overdue or damaged.

I understand that my proxy borrower(s) must show their UVM ID and state that they are charging out materials in my name.

Faculty/Officer's Signature \_\_\_\_\_

UVM ID Card Barcode Number \_\_\_\_\_