

Bailey/Howe Library Proxy Borrower Authorization Form
Bailey/Howe Library Circulation – 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 at the time of check-out, and inform Circulation Staff that they are charging out materials on your behalf. Charged materials will then be assigned to your patron record. This is an effective means for acquiring books that you need by having another UVM affiliate pick them up for you at the library. By making use of the proxy patron, you acknowledge responsibility for charged items until such time as they are returned to the library. It is therefore advised that your proxy borrower be informed that these materials should be delivered to you shortly after they are charged out at the Library.

To assign a proxy patron 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 _____