

Proxy Borrowers

Proxy patrons are patrons who are authorized to charge items for other patrons.

Faculty may authorize their student research assistants (RA) to charge out library material in their names. A Proxy Borrower Registration Form must be signed by the faculty member and the student (RA). Completed forms are submitted to the library for processing. It is very important that faculty members with authorized Proxy borrowers on their account frequently monitor their library account for item due dates. Over due and Lost Item fees can become costly if account is left unattended.

Fines and Fees

The faculty/staff member will be financially responsible for all transactions made by proxy borrowers on their account. Law faculty does not pay fines or fees to the Law Library only to all other UH libraries.

Requesting material online

Professor has to request items online and the RA could pick up items with the proxy card.
or

In the case of a UH affiliated grad student they can just request the item online using their own account and then make it a proxy charge at the point of checkout.

Removing a Proxy Borrower

It is the faculty/staff members responsibility to inform library when to remove proxy borrower.

The William S. Richardson School of Law Library

PROXY BORROWER REGISTRATION FORM

Name of Faculty Member:.....

Name of Proxy Borrower:

E-mail Address of Proxy Borrower:

Period of Authorization:

Conditions:

1. The proxy borrower will be registered as an added borrower under the faculty member's name.
2. The faculty member is responsible for any costs associated with the loss of or damage to materials borrowed by the proxy borrower.
3. All recalls and overdue notices of charged-out materials will be sent to the faculty member and the proxy borrower.
4. The proxy borrower may only borrow materials relating to his/her research for the faculty member.
5. The faculty member and the proxy borrower should inform the library when the proxy borrower is no longer authorized to borrow materials on the faculty member's behalf.

I hereby authorize the above-named Proxy Borrower to borrow books on my behalf for the period indicated and under the conditions outlined above.

..... Date:
(Signature of Faculty Member)

I agree to all the conditions as outlined above.

..... Date:
(Signature of Proxy Borrower)