



Olin Library System

PROXY BORROWING POLICY

The Olin Library System of Washington University offers a service to full-time and emeritus faculty members allowing them to designate proxy borrowers who may perform library transactions on their behalf. This service is a privilege intended to assist faculty with their library research by granting designated research assistants faculty library privileges when these assistants are performing library transactions for the faculty member. **The card is not to be used for the research assistant's personal research.** Eligible faculty members are limited to one designated proxy borrower at a time.

The proxy borrowing card is non-transferable and gives the bearer full faculty borrowing privileges. Faculty members are responsible for all library materials borrowed on the proxy borrowing card. Proxy borrowing cards will be given unique patron numbers which are different from the borrowing numbers of the faculty member or research assistant. All recall and overdue notices and lost book charges will be sent to the faculty member for resolution.

Applications for the proxy borrowing card may be obtained from the Circulation Unit of Olin or departmental libraries of the Olin Library System. The proxy borrowing card will be issued by the Circulation Staff in Olin, only after the application form has been completed. The faculty member may designate the time period for which the proxy borrowing card will be valid; however, **the validation period will not be extend beyond August 31st of any given year.**

In case a proxy borrowing card is lost, the faculty member is responsible for all library materials borrowed on the card until the loss is reported to the Circulation Unit. The borrower member of the lost card will then be blocked to prevent fraudulent use.

For further information regarding the proxy borrowing policy, contact the Circulation Unit at 935-5420; email circ@wumail.wustl.edu.

Faculty Application For a Proxy Borrower

Date of application _____

Name of Faculty member _____

Faculty ID number _____

Name of research assistant _____

Research assistant's ID number _____

Proxy borrowing privileges to begin _____ and end _____
Not to extend beyond August 31st of any given year.

Faculty member's campus box number _____

Faculty member's department _____

Faculty member's extension _____

I assume full financial responsibility for replacement of all library materials lost, stolen or damaged while charged on this card. I understand that all materials are subject to the recall policy and agree to assume responsibility for the return of recalled materials on or before the recall due date. I agree to keep the library informed of my current mailing address. My research assistant and I understand this card is non-transferable.

Faculty signature _____

To be completed by library staff:

Proxy borrowing card number: _____

Expiration date of proxy privileges: _____