

Proxy Request Form

Any faculty/professional staff member who wishes to have an assistant check out library material in his/her name may arrange this service by filling out and signing the form below. The proxy must present his/her identification card at the time of each transaction. The person requesting the proxy will be held responsible for all transactions that the proxy makes on his/her behalf. Proxy privileges are valid for only one semester. Proxy forms may be returned to the Circulation Desk, sent via campus mail or faxed at the beginning of each semester. If there are any changes during the semester, please notify the Circulation Department.

Phone: 210-458-4574

Fax: 210-458-4571

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|-----------------------|--|
| Semester / Year | |
| Requestor's Name | |
| Requestor's Banner ID | |
| Department | |
| Office Telephone | |
| Proxy's Name | |
| Proxy's Banner ID | |
| Requestor's Signature | |

FOR OFFICE USE ONLY

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| Library Staff Int |
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Revised: 01/11/05