

# Proxy Request Form

This form must be completed in full, including Library ID numbers and signatures. Paper forms may be brought to the Circulation Desk on the second floor of the Main Library or scanned in and emailed to [circlib@library.illinois.edu](mailto:circlib@library.illinois.edu).

## Patron requesting the appointment of a proxy:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Library ID: 2011 \_\_\_\_\_  
Email: \_\_\_\_\_

Please select from the following options:

**Borrowing Proxy:** Proxy patron is authorized to pick up requested items, request items in person, and request the renewal of items on my behalf. This Borrowing Proxy authorization does not expire unless the proxy's account expires.

**Fulfillment Proxy:** In addition to Borrowing Proxy privileges, Fulfillment proxy patron may place and monitor requests made on my behalf through the Library catalog and will receive email notices about my locally requested items. This Fulfillment Proxy authorization will expire in:

1 year                      2 years                      3 years                      4 years                      5 years

"I authorize the proxy patron to complete Library transactions on my behalf as indicated above. I understand that this authorization will remain in place until I request that it is removed or until the proxy patron's account expires. I agree to abide by the policies and procedures of the library in all respects."

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Proxy Patron (the person who will be acting on behalf of the above-named patron):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_ Library ID: 2011 \_\_\_\_\_  
Email: \_\_\_\_\_

"I agree to abide by the policies and procedures of the library in all respects."

**Proxy Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Staff Use Only</b>		<b>Fulfillment Proxy Barcode (if applicable)</b>
Date: _____	Add Pop Ups	
Initials: _____	✓ Stat	