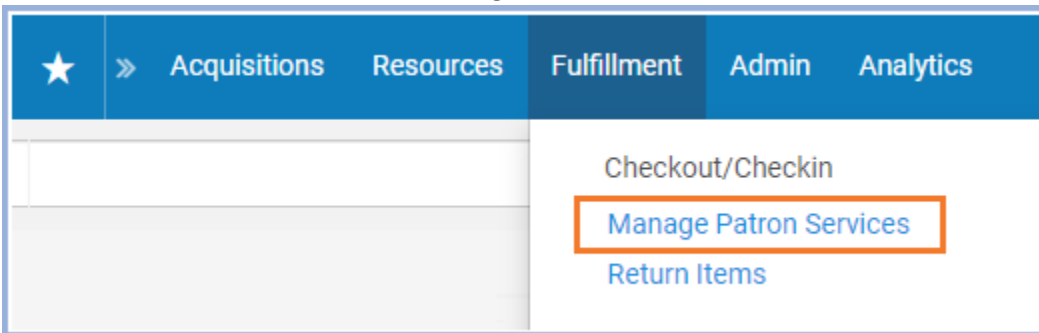


Proxy Loan:

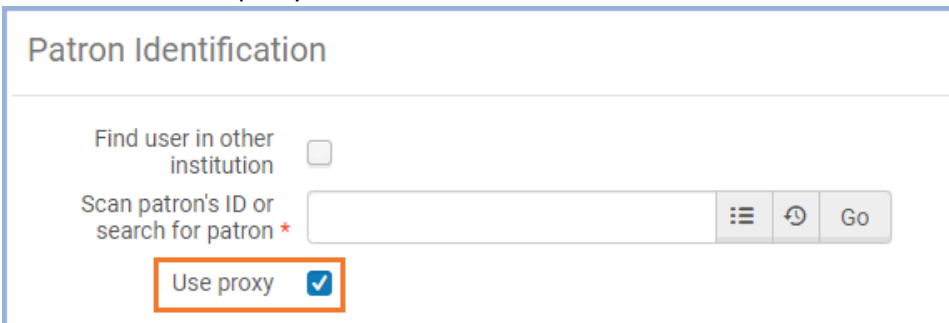
Alma video: [Working at the Circulation Desk](#)

In this example, Stackles Fish (the proxy borrower) has come to the library to pick up books on behalf of Daenerys Targaryen (the authorizing patron).

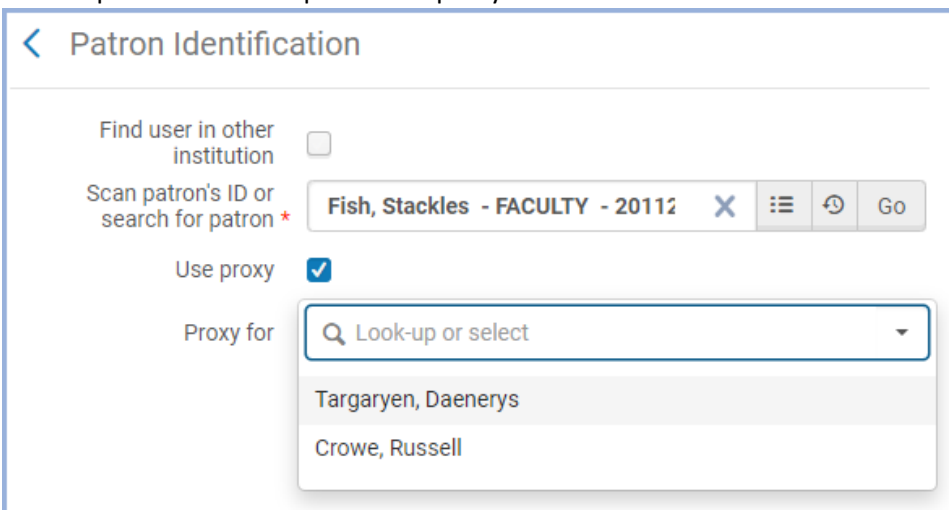
1. Go to “Fulfillment” and select “Manage Patron Services”.



2. Check the “Use proxy” button.



3. Click in the “Scan patron’s ID or search for patron” field to put the cursor back in that field, and then scan the proxy’s ID. This will bring up a drop-down menu labeled “Proxy for”. You can click the down arrow on the menu to see all of the patrons who this patron is a proxy for.



- Once you have selected the correct authorizing patron, click the “Go” button. This will bring you to the “Loans” tab on the authorizing patron’s page. Note that it says the name of the proxy patron next to “Proxy by”.

The screenshot shows the Alma user interface. At the top, there is a navigation bar with the ExLibris logo, the Alma name, and a star icon. Below this is a menu with options: Acquisitions, Resources, Fulfillment, Admin, and Analytics. There are also icons for location, user, notifications, settings, help, and refresh. Below the navigation bar, there is a search bar with the text "Users" and "All". The main content area is titled "Patron Services" and includes buttons for "Edit User Info", "Submit Request", "Refresh Blocks/Notes", and "Done". The user profile section shows a placeholder for a profile picture, the name "Targaryen, Daenerys", and the "Proxy by" field with the value "Fish, Stackles". Other user details include "Active balance 0.00 USD", "ID 20112000204239", and "User group FACULTY". There are links for "Send Activity Report" and "Send Requests Report". To the right, there is a "User Notes" section with an "Add Note" button. Below the user profile, there are tabs for "Loans", "Returns", "Requests", and "Network Activity". At the bottom, there is a "Scan item barcode" field with a search icon and the text "Look-up or select", and an "OK" button. The loan display is set to "Loans of this session".

- Scan the item barcodes into the “Scan item barcode” field to check them out on the authorizing patron’s account. The authorizing patron will receive a notification email when the items are checked out to them.
- Click the “Done” button in the upper right corner when you are finished.