Faculty Proxy Authorization for Material Pickup

Faculty members who wish to allow a student assistant or graduate assistant to charge out University Library materials or pickup Interlibrary Loan item on the faculty members’ behalf may do so by completing this form and returning a signed copy to the Main Circulation desk, the Architecture Library or the Science Health Science Library.

Upon receipt of the form, University Libraries will send a confirmation message to the faculty member. Thereafter, the designated student assistant/graduate assistant must present his/her BSU ID and identify the faculty member for whom they are serving as courier.

Note the library materials will be charged out to the designated faculty member, and the faculty member will be held responsible for all materials. Please contact Diane Frankland, Circulation Supervisor, at 285-5144 or dfrankl@bsu.edu, for more information.

Faculty: _________________________    ___________________________
(Please type or print) Last name   First name

Faculty ID #:          ________________________  E-mail: ______________________

Department: _________________________  Campus Phone #: ______________

My Student Assistant/Graduate Assistant

_______________________________________________
(Please print name of assistant)

is authorized to □ borrow library material
□ pick up Interlibrary Loan material

on my faculty ID card through ______________________
expiration date (mm//dd/year)

I recognize my responsibility for all materials borrowed.

________________________________________      ____________________
(Faculty Signature)       (Date)

Revised 3/6/17 san