Drew University Library: Proxy Borrowing Application

Proxy borrowing privileges at the Drew University Library are available to:

- Drew University faculty members
- Senior Administration officials
- Registered members of the community who are unable to use Library facilities due to a disability.

The Proxy Borrowing Policy is available online at www.drew.edu/library/about/ and at the Library's Circulation counter. Completed and signed applications must be presented in person to a Library Circulation Supervisor.

By designating another person to act as your proxy, you are authorizing that person to check out circulating materials to your Library account (faculty members may also have proxy borrowers retrieve ILL items and films).   You are responsible for any replacement costs, fines, or fees that accrue and for all materials checked out or retrieved in your name by your proxy. If your proxy leaves Drew or is no longer assisting you, please contact the Head of Circulation to remove their authorization (973-408-3486).

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Requester: Please print the requested information and sign below:

Requester's Name (last name, first name): _____

Requester's Library ID: 21144_____

Expiration Date of Proxy Privilege (may not exceed one year): _____

Proxy's Name (last name, first name):_____

Proxy's Library ID: 211144_____

By signing this Proxy Borrowing Agreement, I acknowledge that I am responsible for all Library material charged to my name or retrieved by the above-named proxy representative.

Requester's Signature: _____   Date: _____

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Proxy Borrower: Please read the following agreement and sign below.

By signing this Proxy Borrowing Agreement, I agree to convey or return requested materials to/from the Drew University faculty member, senior administration official, or registered community member named above.

Proxy Borrower's Signature: _____

Date:_____   Cell Phone #:_____

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For Office Use Only:

Is Requester's Library Account in good standing, currently and for the last 6 months? Y/N

Is Proxy Borrower's Library Account in good standing, currently and for the last 6 months? Y/N

If Yes to both questions, enter proxy borrower information on the requester's account.

Circulation Supervisor Signature:_____   Date Entered:_____