MEMORANDUM

TO: Access Services Department
    William Russell Pullen Library

FROM: _______________________________________________
        Faculty Member’s name (type or print)

        Department

SUBJECT: Authorization of assistant for University Library proxy access

The assistant will be using their own Panthercard to charge items out to the faculty member’s library account*. The assistant must identify to which account the library materials will be charged. The faculty member is responsible for all materials charged out to their account by proxy. This privilege also gives the assistant access to viewing the faculty member’s account.

*Faculty members must already have an established account with the library before this form can be processed. Please contact the Circulation Desk at (404) 413-2820 if you have any questions.

This form is to authorize my assistant __________________________________________________ to check out library materials to my account by proxy. I understand that this privilege also gives the assistant access to viewing the items I have currently charged out.

This authorization is to expire on _________________ or at the end of the current fiscal year (6/30).

________________________________________  __________________________
Signature of Faculty Member                                Date

Patron Library ID __________________

________________________________________  __________________________
Signature of Assistant                                Date

Patron Library ID __________________

Revised 7/29/2004