

The University of Georgia Libraries

Proxy Authorization Form

The library permits a faculty member to authorize individuals to charge out materials in the faculty member's name. This permission is extended as a courtesy to the faculty member and should be used only when obtaining materials for the faculty member to use directly. When an individual is obtaining materials for his/her own use, such materials should be charged out in the individual's name according to his/her personal library privileges. A faculty member is responsible for all materials charged to this authorization. ***Return to: Access Services Department at the Main or Science Library***

Please allow the following **individual**, _____,

to charge out materials in my name for my use during the period of time from

_____ (mm/dd/yy) to _____ (mm/dd/yy).

Note: maximum of 12 months

Faculty Member's Name: _____

Department: _____

Building: _____

Office Telephone Number: _____ **Email address:** _____

Signature: _____

Date: _____

Office Use Only:

Patron #: _____

Expiration Date: _____

Date Assigned: _____

Initials: _____