

THE NEW SCHOOL

LIBRARIES & ARCHIVES

PROXY BORROWER FORM

Faculty Name: _____	Proxy's Name: _____
ID#: N_____	ID#: N_____
New School email: _____	New School email: _____
Signature: _____	Signature: _____
End date of proxy account: _____ (chosen by faculty member)	

PROXY BORROWER POLICY

- 1. The faculty member assumes full responsibility for all material borrowed by their proxy borrower.**
2. Proxy borrowers are authorized to borrow library items in the faculty member's name. In order to request material other than on-site items for faculty use, please see a library clerk for assistance.
3. Both the faculty member and proxy borrower must be currently employed and/or be enrolled in a degree granting program at The New School. Both parties must have valid New School IDs and a library patron record cleared of fines and overdue books.
4. Proxy borrower's privileges are issued for a length of time determined by the faculty member. If a faculty member no longer wants a proxy to borrow materials on their behalf, they must contact the library.
5. Proxy borrowers will be notified by email in 3-5 days to pick up the card. The cards will be available at the University Center Library, which is open 24 hours/5 days a week during the Spring and Fall semesters.
6. Proxy cards are non-transferable and non-renewable. A new form is required for any changes.

When borrowing materials for a faculty member, a proxy borrower must:

1. Inform the circulation desk staff that they are a proxy borrower.
2. Present the proxy borrower card along with their New School ID.

Library Use Only:

Date Processed: _____

Card Retrieval Date: _____

Processed by: _____