

PROXY BORROWER'S APPLICATION

Faculty Name: _____

Department: _____

Room: _____ Ext. _____

ID#: N _____

New School Email: _____

Signature: _____

Date: _____

Borrower's Name: _____

Department: _____

Student ID # N _____

New School Email: _____

Signature: _____

PROXY BORROWER'S PRIVILEGES

- I. Proxy Borrowers are authorized to borrow books in the professor's name and to remove from the library, for photocopying, materials which are ordinarily non-circulating e.g. reference books, bound volumes of journals.
- II. In order to receive proxy borrower's privileges, both the faculty member and the designated borrower must have a currently valid New School identification card. The records of both parties should be clear of fines and overdue books.
- III. The faculty member assumes full responsibility for all materials borrowed by their proxy borrower.
- IV. Proxy Borrower's privileges are issued for one semester and may be renewed at the faculty member's request. **If a proxy borrower is no longer allowed to borrow books under the name of the professor during the semester in which privileges were given, each faculty member must notify the library.**
- V. This form and requests to extend the Proxy Borrower's privileges should be presented to the Library's circulation desk staff.
- VI. When borrowing books for an instructor you should do the following:
 1. Inform the circulation desk clerk that you are a proxy borrower.
 2. Present the Proxy Borrower Card to the Circulation Desk Staff. The card will state the name of the instructor who you are borrowing items for, your name and the card's expiration date.
 3. Present your valid university ID card as proof that you are the person whose name appears on the instructor's account.

- DO NOT WRITE BELOW THIS LINE -

EXPIRATION DATE: _____

THE NEW SCHOOL LIBRARY

THE NEW SCHOOL
55 West 13th Street, NEW YORK, NY 10011