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: ____________________________