Library Proxy Service for Faculty

The Library Proxy Service for Faculty allows faculty to authorize a research assistant to check out books and media, including holds and interlibrary loans on the faculty member's library account.

To apply
- The faculty member and the designated proxy/research assistant must sign the authorization form on the back of this card and submit it to the Commons Services Desk, first floor Pattee Library, during standard operating hours.
- Law faculty may have their research assistants submit the signed form to the Law Library service desk at University Park or Carlisle between 9 a.m. and 4 p.m.
- Upon receipt of the signed form, library staff will issue the research assistant a proxy card that includes the name of the research assistant, the name of the faculty member, and a machine-readable barcode that corresponds to the faculty member's account until the card expires on August 31.
- If the faculty member wishes to continue the service after the expiration date, a new form must be submitted and a new card issued.

More information:
Contact the Commons Services Desk, first floor, Pattee Library
phone: 814-865-5429
e-mail: UL-Lending@Lists.psu.edu

Library Proxy Authorization Form

Faculty name: __________________________________________

Student/RA name: ________________________________________

The signing faculty member authorizes the student/research assistant (RA) named herein to check out library materials on his or her behalf. In the event the research assistant stops working for the faculty member before the card's expiration date, it is the responsibility of both the faculty member and the student/research assistant to notify the library that proxy privileges should be terminated.

The undersigned student/RA agrees that only items requested and used for this faculty member will be checked out using this card. The student/RA agrees this card is proprietary to the faculty member and may not be used for any other purpose other than the intended, including personal checkouts.

The authorization expires August 31 each year and must be re-issued annually.

Faculty signature: ________________________________________

Date: ________________

Student/RA signature: _____________________________________

Date: ________________