Iona College Libraries
Library Proxy Student Form

Iona College Libraries is implementing the policy of only allowing a designated student (or other designated individual) to check out books for faculty as a Proxy student.

Faculty and staff identifying a Proxy student will ensure that that student is authorized to check out library materials for a faculty member and will eliminate the possibility of a student not authorized to check out materials for that faculty member from doing so.

Faculty members and staff designate a Proxy student to check out materials on their behalf by submitting this application. A Proxy student must be identified to the library before they attempt to act as a proxy. By submitting this application, the faculty member assumes full responsibility for the use made of proxy privilege and will notify the library is the proxy is to be cancelled before the expiry date.

To set up a Proxy student please complete the following application and return to Kathleen Pascuzzi at Ryan Library. If you have any questions please contact the Ryan Help Desk at x2343

Faculty member's name: _____

Faculty member's barcode (14 digit number from ID): _____

Please issue proxy borrowing privileges in my name to (Staff or Student Assistant's name):

_____

The proxy patron student Iona ID number (7 digit number from ID card) is:_____

Proxy borrowing privilege to begin on: _____

Proxy borrowing privilege to expire on: _____

Faculty Signature:_____ Date: _____

Proxy Patron Signature: _____Date: _____

8/29/2005