

Policy on Proxy Patrons

Faculty may designate a student, such as the faculty member's teaching assistant, to act as a proxy for checking out library materials. The faculty member must notify Mary-Carol Riehs, the Circulation and Public Services librarian, by submitting a signed Faculty Authorization for Research Assistant Proxy form. The form is available in the library and on the library website.

Proxy relationships last for one semester, or longer at the faculty member's request.

Books checked out by the proxy appear on the faculty member's account. A note is made in the record showing which proxy checked out the item. All communication regarding the item, such as overdue or recall notices, is sent to the faculty member.

The student assistant is to use the proxy account only as directed by the faculty member. The faculty member assumes all responsibility for the library materials. The proxy relationship is not for the student's personal use.

Questions should be directed to Mary-Carol Riehs, Circulation and Public Services Librarian, at (847) 866-3868 or Mary-Carol.Riehs@garrett.edu.