



Proxy Authorization Form

The library permits a faculty member to authorize one individual to charge out materials in the faculty member's name. This permission is extended as a courtesy to the faculty member and should be used only when obtaining materials for the faculty member to use directly. When an individual is obtaining materials for personal use, such materials should be charged out in the individual's own name according to his/her library privileges. A faculty member is responsible for all materials charged to this authorization.

Please allow the following individual, (proxy name) _____

(proxy GWid) _____ to charge out materials in my name for my use during the period of time from (month/day/year)_____ to (month/day/year)_____.

Note: Maximum of 12 months, not to exceed the current academic year (ex. all accounts for the 2018/2019 academic year will expire 8/15/19 and need to be renewed 8/19/19 for the 2019/2020 academic year.

I acknowledge that I am responsible for any materials charged in my name and that I am responsible for paying all overdue, recall, or reserve fines incurred on materials charged in my name by my proxy.

(Faculty Member's Signature)

(Date)

Faculty Member's Name: _____ Faculty GWID: _____

Department: _____

Campus Address: _____

Phone: _____ Email: _____

Please return this completed form to in person or by mail to the Check Out Desk, Gelman Library, 2130 H Street, NW, Washington DC, 20052 or by email to jwesson@gwu.edu. For further information, please contact any manager at the Check Out Desk at 202.994.6840.

Office Use Only

Patron ID: _____ Expiration Date: _____

Date Assigned: _____ Initials: _____

Notes: _____