

Office Use Only

Proxy Barcode: _____

Mail Code: _____

Initials: _____

Authorization To Use Faculty/Staff ID Card

(PLEASE PRINT)

NAME: _____ RED ID#: _____

DEPARTMENT: _____ EMAIL: _____

FACULTY BARCODE (on faculty ID Card): 26050 _____

This authorization allows borrowing privileges for general stack material, periodicals (faculty only), Interlibrary Loan, and Reserve Book Room. The faculty/staff ID card or proxy card* **must be presented** along with a personal picture ID of the person using the faculty/staff card or proxy card* **each time** privileges are requested.

I AUTHORIZE THE FOLLOWING PERSON(S) TO USE MY ID CARD:

(PLEASE PRINT)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*This authorization form is valid only for the semester checked below. A new form must be submitted each semester. **PLEASE KEEP THE PROXY CARDS FOR RENEWAL PURPOSES.***

Semester: SPRING 20____ FALL 20____

*Proxy Card: YES NO RENEW

I understand that I am responsible for lost and/or damaged materials that may result from the use of my card or proxy card by the person(s) authorized above.

Signature _____

Date _____