

**Jack Tarver Library-Mercer University
Proxy Request for Faculty, Staff and
Administrative Personnel**

By completing this form, Macon faculty, staff and administrators grant permission to Tarver Library staff to check out materials to the signer's patron record. If a designated proxy is listed, you grant permission to each proxy to check out materials on your library account and/or accept receipt of these items.

Faculty, staff and administrative personnel must complete this form prior to benefiting from Proxy services. Completed forms are to be returned to the Circulation Department of Jack Tarver Library by one of the following:

- Hand-delivery
- Campus mail
- Fax: (478) 301-2252

Date: _____

Your Information

Name: _____

Bldg Name: _____ Room #: _____

Campus phone: _____ Email: _____

MUID: _____

Signature: _____

Your Proxy Information

Dept Secretary/Admin Asst Name: _____

Bldg Name/Room #: _____ Campus phone: _____

Student Assistant Name: _____

Bldg Name/Room #: _____ Campus phone: _____

Guidelines:

- Faculty, staff and administrators are responsible for all materials, fines and fees incurred on their library account.
- Proxy agreements are reviewed yearly.
- Proxy in force until rescinded in writing by faculty, staff or administrator.
- Proxy required to present picture ID at pick-up or delivery for your security.