

## Proxy Borrowing Policy

A proxy is defined as a patron who may borrow material on behalf of another patron. Proxy borrowers are only available to Mercer faculty, staff, and administration.

Prior to granting proxy services, the requesting patron must complete and submit the [proxy request form](#) found on the Mercer University Libraries website. Requests will be reviewed within two business days. Once approved, the requestor and the listed proxies will be notified via email. Proxy agreements are in force until rescinded by the requestor to the Public Services Librarian or the Swilley Library Director (Swilley, Douglas, Henry).

Faculty, staff, and administrators are responsible for all materials, fines, and fees incurred on their account in their behalf.

Proxies must be a current Mercer student or employee with a valid MUID. Any requests for more than two proxies must be discussed with the Public Services Librarian (Tarver) or the Swilley Library Director (Swilley, Douglas, Henry).