



UNIVERSITY LIBRARIES

**Proxy Request for Faculty, Staff and Administrative Personnel**

By completing this form, Mercer University faculty, staff, and administrators grant permission to University Library Circulation 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 benefitting from proxy service. Completed forms should be returned to the Circulation Department of Swilley or Tarver Library via email to [library\\_circulation@mercer.edu](mailto:library_circulation@mercer.edu), in person, or through campus mail.

**Guidelines:**

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- Proxy is in force until rescinded in writing by faculty, staff, or administrator.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

**Your Information**

Name: \_\_\_\_\_

Building Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

MUID: \_\_\_\_\_

**Proxy Information**

Name: \_\_\_\_\_

Building Name/Room Number: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building Name/Room Number: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_