

Missouri State University Libraries

- Proxy Authorization is a service offered to Missouri State faculty and staff members who want other Missouri State individuals to be able to check out materials for the faculty/staff member.
- Please complete this form and submit it to any Missouri State University Libraries circulation desk. The completed cards will be returned to the faculty or staff person to give to their proxy. The proxy will have the authority to check out library materials for the identified faculty/staff member only at the Springfield and Mt. Grove Missouri State University libraries.
- A proxy must present the proxy card and a valid picture ID to check out items using the card.
- Only three proxies may be authorized at any given time for one faculty/staff member. All proxies will be authorized for one year, unless the faculty/staff member specifies a shorter period of time.
- The faculty/staff member is responsible for all materials borrowed on his or her patron record by an authorized proxy. This includes responsibility for payment of all fines and replacement charges.
- Faculty/staff members who use a proxy are encouraged to view their library accounts on a regular basis (we suggest weekly) to confirm all materials checked out by the proxy have been approved by the faculty/staff member.

ALL FIELDS MUST BE COMPLETED TO PROCESS FORM

Faculty/Staff name (please type/print) _____

Department _____

Email _____

BearPass Number _____ Office Phone # _____

Faculty Signature _____ Date _____

I authorize the following person to serve as a proxy, and to utilize the above mentioned library services in my name:

Name (please type/print) _____

Email Address _____

BearPass Number _____ Phone # _____

Signature _____ Date _____

Expiration Date* (MO/DAY/YR) _____

* Proxy cards may be active for a maximum of 1 year. After 1 year please submit another form and bring the old proxy card if possible.