Proxy Patrons for Faculty

The use of proxy patrons is intended to aid the faculty of SWOSU. The proxy is allowed to check out materials on the faculty member's account, thereby receiving the loan periods and policies of the faculty member.

The faculty member is responsible for all items borrowed on his/her account including, but not limited to, renewal, return and replacement of the materials. The faculty member should notify the library if the proxy's status changes during the school year.

Proxy status is for the convenience of the faculty and not for personal use of the proxy. Proxies are required to inform the library of changes to their status and contact information. The proxy must be included on this list before privileges will be extended.

This form will be kept on file at the library. Proxy records will be reviewed each semester and declared inactive as necessary.

I have read and understand the above policies concerning checkout by proxy. The student(s) listed below are allowed to check out materials in my name.

_____ Expiration date _____

_____ Expiration date _____

_____ Expiration date _____

_____ Expiration date _____

_____
(Faculty name – please print)

_____ Date _____
(Faculty signature)