

PROXY BORROWER CARD

Application

Name: _____

Institutional / Barcode #: _____

Proxy Information:

(1) Name: _____

Institutional / Barcode #: _____

(2) Name: _____

Institutional / Barcode #: _____

(3) Name: _____

Institutional / Barcode #: _____

I accept all responsibilities for loans, fines, and recalls placed on the Proxy Borrower card in my name and promise to abide by the rules and regulations of the Catholic University of America Libraries, the Washington Research Library Consortium (WRLC) libraries and the Washington Theological Consortium Libraries.

Signature: _____

Date: _____

PROXY BORROWER CARD

Policy Considerations

What is a Proxy Borrower card?

A Proxy Borrower card is a special borrowing card issued by the Mullen Library Access Services office that permits a patron's borrowing privileges to be extended to a second party under the same terms as a patron's primary card.

Who may have a Proxy Borrower card?

Any member of the CUA community with a patron category of Faculty or Faculty Associate who has a valid primary card and is in good standing with the CUA libraries may apply for a Proxy Borrower card.

How many Proxy Borrower cards may be assigned to any one person?

Only one (1) Proxy Borrower card is permitted per borrower, but multiple second parties may be added to the single Proxy Borrower card.

What privileges accompany the Proxy Borrower card?

Privileges with the Proxy Borrower card are the same as for the primary borrower card: faculty or faculty associate privileges.

May my proxy borrow Interlibrary Loan and Consortium items for me?

A proxy may pick up Interlibrary Loan items for a professor. A proxy may also pick up items from the Washington Research Library Consortium and the Washington Theological Consortium as long as those items are picked up at the Mullen Library Circulation desk. Other WRLC and WTC libraries may require the faculty member to charge items at their desk, in person.

What responsibilities accompany the Proxy Borrower card?

Responsibilities for a Proxy Borrower card are the same as for the primary borrower card.

How do I obtain a Proxy Borrower card?

Each faculty member must fill out the application on the left, make sure that their privileges are updated for the current academic year, and present the form in person with your updated CUA ID at the Circulation desk on the first floor of Mullen Library.

NOTE: The Faculty member must be present to apply for the Proxy Borrower's card.