# Proxy Borrowing Information

**KENT STATE** UNIVERSITY
University Libraries

Kent State University Libraries has made it possible for library patrons to designate other individuals ("proxy") to request, pick up, and borrow material in the patron's name.

- For first-time or one-time proxy borrowing (picking up) of material, the proxy will need the patron's photo ID and a signed, dated noted stating that the named proxy has permission to pick up materials for the named patron.

- For routine or occasional proxy borrowing (picking up) of materials, you may complete this form; ONLY ONE (1) proxy per form, but multiple forms may be returned. In order for your proxy to request materials, the proxy will need to know your Flashline ID and password (if you are a current student or faculty/staff member) or your full name and Banner ID or Social Security Number (if you are a community borrower or other type of borrower.)

For routine proxy borrowing, complete the following information:

*please print*

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|---|
| Your Name |
| Banner ID Number |
| Contact Number |
| Designee's Name |

I understand that by granting permission to the above designee, I am still responsible for all materials checked out in my name. I can view my patron record online at http://kentlink.kent.edu/patroninfo to review borrowed materials, due dates, and requested items.

It is my responsibility to communicate to a proxy any guidelines and/or limitations within which the proxy may operate.

A proxy <u>must</u> identify for whom they are picking up material and present <u>their own</u> photo ID to borrow (pick up) material in my name.

Permission will continue until the Library Circulation Desk is notified in writing to remove a proxy and I receive confirmation of removal.*  If I do not receive confirmation that a proxy has been removed from my patron record, I must contact the Library Circulation Desk at once.

By signing, I am agreeing to the above.

| |
|---|
| Signature |

Please complete this form and return it to the Circulation Desk at the Kent Campus Main Library. You may <u>mail</u> the form to: **Library Circulation Desk, Main Library, Kent State University, Kent, Ohio 44242**; or <u>fax</u> it to **330-672-7960, Attention: Proxy Borrowing, Circulation.**

* For Kent State University-affiliated patrons, an email will be sent to your "@kent.edu" email address confirming the selection of a proxy; for non-Kent State University-affiliated patrons, a letter or email will be sent to the address on file.