

Proxy Application Form

ASU students, faculty and staff may authorize another individual to transact library business in their name. The following conditions and agreements exist with this program:

- The person named below (proxy) has permission to use your library account to transact library business in your name. Proxies may be Teaching Assistants, couriers, spouses, family members, etc.
- You are responsible for all library materials checked out using your ASU Libraries account. This includes proper return to one of the ASU Libraries and any fines incurred.
- Proxies must present their own ID card plus your Sun Card or a proxy card at checkout.
- The status of all proxies is reviewed annually in May. Proxy status for all Teaching Assistants expires in May. To renew submit a new form.
- One time permission to use your account will be honored if the person has all of the following:
 1. A picture ID
 2. Your Sun Card
 3. Signed and dated written permission from you

Account Name _____

ASU ID # _____ Proxy Name _____

RETURN TOP PORTION TO APPLICANT

Date submitted _____ Expires (Office Use Only) _____

Account Name _____ Proxy Name _____

ASU ID# _____ Proxy Type [] TA, RA, GA

- [] Courier
- [] Spouse/Family
- [] Parent's Card
- [] Corporate
- [] Other _____

Signature _____

Please choose one of the following options:

1. Proxy uses your library card only. Selected proxy needs to present your Sun Card and their ID whenever they are using your account. []
2. Issue a separate proxy ID card. This card allows the proxy unlimited use of your ID# without the need to present or carry your card. []