Proxy Application Form
(Current ASU Affiliates: Students, Faculty & Staff)

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 a photo ID at checkout.

• The status of all proxies is reviewed annually in June. Proxy status for all Teaching Assistants expires annually. 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

• Online requests for materials require ASUrite login and must be done by the account holder. All notices will generate to the account holder.

*********Patron Account Copy*********

******** Please Print Legibly ********

Date submitted ______ / _______ / _______
Proxy Name ________________________________

ASU Affiliate Name __________________________
Proxy E-mail ________________________________

ASU Affiliate ID# ____________________________
Proxy Type: TA, RA, Staff [ ]

ASU Affiliate E-mail __________________________
Non-Affiliate: Family, Spouse, Other [ ]

LIBRARY ID Number: _______________________

Affiliate Signature ________________________________

Expires Annually _______ / _______ / ______

Print out this form, fill it out completely and submit at any ASU Library Information Desk