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 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

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

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

Date submitted ____________________________  Expiration Date ____________________________
ASU Affiliate Name _________________________  Proxy Name ________________________________
ASU Affiliate ID# ___________________________  Proxy E-mail ______________________________
ASU Affiliate E-mail _________________________
ASU Affiliate Signiture _______________________

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