



## 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ASU Affiliate Name \_\_\_\_\_

ASU Affiliate ID# \_\_\_\_\_

ASU Affiliate E-mail \_\_\_\_\_

Proxy Name \_\_\_\_\_

Proxy E-mail \_\_\_\_\_

Proxy Type: TA,RA, Staff

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