

**Emerson College Library**

120 Boylston Street, 3<sup>rd</sup> Floor  
Boston, Massachusetts 02116

**Application for PROXY BORROWER**

Faculty Name: \_\_\_\_\_ Proxy Name: \_\_\_\_\_

Department: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ I.D.# \_\_\_\_\_

Ext: \_\_\_\_\_ Room: \_\_\_\_\_

I.D.# \_\_\_\_\_

**Signature** \_\_\_\_\_ **Signature** \_\_\_\_\_

**GUIDELINES**

Proxy privileges are available to Emerson College faculty and to members of the college community who are unable to use library facilities due to a disability. The proxy service may be used to designate a person to borrow library materials on your behalf at the Emerson College Library. Consortium libraries *will not* honor this service.

In order to process the request, both the faculty member and borrower are required to have an Emerson College identification card. Both parties also need to have library borrowing records which are clear of outstanding fines and overdue books.

The faculty member assumes full responsibility for all materials checked out by the proxy, including the payment of overdue fines and lost book charges.

Proxy privileges are issued for the semester and may be renewed at the faculty member's request. Each faculty member must contact the library if a proxy is no longer to be honored during the semester in which it was issued.

This form and requests to extend or cancel a proxy should be presented to the Emerson College Library's circulation desk.

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**STAFF USE**

DATE ISSUED \_\_\_\_\_ DATE OF EXPIRATION \_\_\_\_\_ STAFF MEMBER  
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