

**Gumberg Library at Duquesne University  
Faculty Proxy Borrowing Agreement**

This agreement permits a faculty member or administrator to assign a graduate student or administrative assistant proxy status, to allow the proxy to check out books using the faculty member's library account.

At the beginning of the semester, the proxy must bring this completed form to the Library's Circulation desk along with a photocopy of the faculty member's Duquesne University ID and the proxy's ID. Thereafter, the proxy will only need to bring their own ID to check out or pick up materials for the faculty member.

Please note that the faculty member or administrator is responsible for all materials checked out by his/her proxy. Proxy status is limited to one graduate student or administrative assistant per faculty member per semester. *Proxy status must be renewed every semester.*

**Faculty Member**

Name: \_\_\_\_\_

DU Card Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Proxy**

Name: \_\_\_\_\_

DU Card Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**I authorize the proxy named above to check out materials in my name as well as pick up ILL and PALCI materials for me. I understand that I am financially responsible for all materials checked out using my ID. I understand that library journals may not circulate and that requests for exceptions must be made in person by the Faculty member.**

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Circulation Staff Member

\_\_\_\_\_  
Date Expires