



## Information

- Send completed application to **PROXY CARD 0175L** or bring to Geisel Library Front Desk.
- Academic Staff members may request **PROXY** borrowing privileges for up to three (3) employees. **NOT FOR USE BY SPOUSE OR CHILDREN**
- Requests for **PROXY CARDS** are limited to salaried academic UC San Diego staff only.
- Approved cards will be mailed to the academic staff requesting the **PROXY CARD**, or held for pick-up by the authorized proxy at the Geisel Library Front Desk.
- Proxy must present **PROXY CARD** and photo ID to borrow books in the name of the academic staff member.
- All items checked out by proxy are subject to faculty member's 500-item borrowing limit.
- Please call (858)534-0134 for any further questions or to request additional applications.

## Library Rules

1. Library Cards are non-transferable
2. Replacement costs, including a non-refundable billing fee, may be charged for materials lost, damaged, or not returned.
3. The Library is not responsible for notices the borrower does not receive due to absence or change of mailing address.
4. The **PROXY** library card and a photo ID are required when charging out library materials.
5. The Library retains the right to revoke borrowing privileges if rules are abused or library bills are not paid.

## Privacy Notification

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principle purpose for requesting the information on this form is to activate UC San Diego ID bar codes, and to administer the library lending program. University policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various university departments for administering the library lending program and will be transmitted to State and Federal governments if required by law.

Individuals have the right of access to this record as it pertains to them.

The officials responsible for maintaining the information contained on this form are: Program Director of Access Operations and Access Operations Circulation Services Manager, UC San Diego Library.

**I accept complete responsibility for all material charged out with this card and I understand that I accept complete responsibility for replacement costs and a non-refundable billing fee that can be charged to me for materials lost, damaged or not returned to the library on time. I agree to recover this PROXY CARD from my employee or return it to Geisel Library should I decide to rescind their PROXY privileges. I also understand that the Library retains the right to revoke this PROXY privilege if library rules are abused.**

Signature of salaried academic staff member \_\_\_\_\_ Date \_\_\_\_\_