



Application for Proxy Borrower Privileges

Salaried Academic Staff Member Information

Last Name	First Name	Middle Initial
Department	Telephone Extension	Mail code
UCSD Barcode	Status/Payroll Title (Professor, Researcher, Etc.)	

Proxy Information

Last Name	First Name	Middle Initial
Permanent Address		
City	State	Zip Code
Telephone		

LIBRARY USE ONLY

UCSD Barcode	Expiration Date		
Date Entered	Entered By	Date Cancelled	Completed by
Reason for cancellation			

PLEASE READ AND SIGN PAGE 2

Information

- Send completed application to LibraryBorrowing@ucsd.edu, **PROXY CARD 0175L** or bring to Geisel Library Front Desk.
- Requests for **PROXY CARDS** are limited to salaried academic UCSD 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 Front Desk.
- Proxy must present **PROXY CARD** and photo ID to check out library materials on the account of the academic staff member.
- All items checked out by proxy are subject to the academic staff member's privileges.
- Please call (858)534-0134 or email us at LibraryBorrowing@ucsd.edu 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 checking out library materials.
5. The Library retains the right to revoke 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 UCSD ID barcodes, 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 in this form are: Program Director of Spaces, Lending, & Access Program and Customer Experience Strategist, UC San Diego Library.

I accept complete responsibility for all material checked 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.

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Signature of salaried academic staff member

Date