

UNIVERSITY OF WISCONSIN – OSHKOSH
FORREST R. POLK LIBRARY

 Proxy Patron Authorization Form 

For your convenience, Polk Library permits authorized patrons to check out materials for other patrons. Any patron who wishes to give another patron the authority to use his privileges may file this form at the circulation desk.

- All forms from the previous academic year will be invalid after August 30th.
- Your library privileges will be available to the persons you have listed below.

At the point of checkout, the Proxy Patron must present his own valid TitanCard and give the name of the faculty member under whose name he wishes to check out materials.

Proxy Patrons will be unable to check out materials if:

- A. Authorizing patron has fees over \$60 if faculty, or over \$10 if student.
- B. Authorizing patron has not returned recalled materials.
- C. Proxy Patron does not have a valid Titancard.
- D. Proxy Patron Authorization Form has not been filed for that patron.
- E. Proxy Patron has over \$10 in fees (or \$60 if Proxy Patron is a faculty member).

If you are submitting a list of Proxy Patrons for an entire department, attach a list of faculty members who wish to be included. Each faculty member’s signature must accompany this list.



Name of Authorizing Patron _____

Titan Card 16 digit # _____ Office address _____ Phone _____

Proxy Patron Name	Campus ID#	Expiration Date
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature and Date: _____

Please return this form to the circulation desk before you plan to have materials checked out for you.

(Office Use) Date Received ___ / ___ / ___ Staff initials _____ Input Date ___ / ___ / ___ Staff initials _____