McIntyre Library
YOUR INFORMATION ADVANTAGE

Proxy Authorization Request

(715) 836-3856 | www.uwec.edu/library

PROXY CHECKOUT GUIDELINES

- Faculty may designate up to two (2) people per semester to have proxy checkout privileges.
- Proxies must be currently enrolled or employed at UWEC.
- Proxies must possess a valid UWEC Blugold card.
- Blocks on personal library records will nullify the proxy privileges.
- Proxies may not use the proxy privilege to charge materials for their own personal use.
- All normal due dates will apply.

The following people are authorized to check out library materials for my professional use:

NAME	BLUGOLD NUMBER	BEGIN AUTHORIZATION	END AUTHORIZATION

I agree to the guidelines detailed above. I understand I will be personally responsible for any charges assessed to my account for materials lost or damaged while checked out under this proxy service.

SIGNATURE:_____DATE:_____

NAME (PLEASE PRINT): _____

DEPARTMENT: _____

EMAIL: _____PHONE:_____

Questions may be directed to: BebeAnna Buck 715-836-3857 buckbb@uwec.edu
Find this form online: http://www.uwec.edu/Library/circ/upload/proxyAuthorization.pdf

Return completed paper form to: McIntyre Library Circulation Desk (first floor)

Office use: proxy established :_____ by _____
Date staff name
Requestor notified :_____ by _____
Date staff name