CSUMB LIBRARY LEARNING COMPLEX PROXY AUTHORIZATION FORM

FACULTY/STAFF MEMBER INFORMATION:

NAME:					
	(print last)	(print first)	(M.I.)		
PHONE:		E-MAIL:			
AUTHORI	ZED PROXY INFO	RMATION: (one proxy per form)			
NAME:					
	(print last)	(print first)	(M.I.)		
PHONE:		E-MAIL:			
ADDRESS:					

PLEASE READ CAREFULLY AND SIGN BELOW

- Proxy authorization privileges are limited to current CSUMB faculty and staff members only. Faculty/staff member must be registered with the CSUMB Library before proxy authorization can be processed.
- Proxy must bring completed and signed Proxy Authorization Form to the CSUMB Library Circulation Desk along with faculty/staff member's CSUMB photo ID card and his/her own valid photo ID.
- If ongoing proxy authorization is requested, this form will be kept on file at the Library Circulation Desk for one year from the application date. For each subsequent transaction, the Library will require the proxy's photo ID plus confirmation from the faculty/staff member (proxy may present the faculty member's CSUMB ID card or faculty/staff member may confirm in advance via telephone or electronic mail).
- Proxy authorization may be used to charge out CSUMB Library material and to pick up Document Delivery and Interlibrary Loan items requested by the faculty/staff member.
- All items borrowed or picked up under this authorization will be charged out under the faculty/staff member's name. Any communication regarding this material will be sent to the faculty/staff member, not to the proxy.
- Proxy authorization is to be used only for purposes directly related to the faculty/staff member's work. It is not for personal use by the proxy.
- For questions regarding proxy privileges or to confirm a proxy transaction, please call the Library Circulation Desk at 582-3733 or send electronic mail to library_circulation@monterey.edu.

I accept complete responsibility for all material charged out or picked up for me by my authorized proxy, including any replacement costs or overdue fees for materials lost, damaged, or not returned to the Library on time. I agree to notify the CSUMB Library immediately should I decide to cancel this proxy authorization. I also understand that the Library retains the right to revoke these proxy privileges if library policies are violated.

I authorize the proxy named above to pick up and charge out library materials on my behalf:

ONE TIME ONLYONGOING	UNTIL	(EXPIRES 1 YEAR FROM TODAY)			
Faculty/Staff signature		Date			
FOR LIBRARY STAFF USE ONLY					
FACULTY/STAFF REGISTRATION VERIFIED	Date:	Staff initials:			
CANCELED BY FACULTY/STAFF MEMBER	Date:	Staff initials:			
nr12/96 rev djs3/98					