

## Authorising agreement for the use of Proxy Borrower

The proxy borrower feature lets borrowers designate a proxy (i.e. another person) to check out library materials for them. **The authorising borrower is responsible for items checked out by his or her proxy borrower.**

### Conditions of use:

1. An authorising borrower may have only one proxy borrower.
2. A person may be proxy borrower to more than one authorising borrower.
3. The proxy arrangement will be valid for no more than 12 months at a time. This can be renewed on request.
4. The proxy borrower may only checkout library materials for his or her authorising borrower on the authorising borrower's account. He or she must use his or her own account when borrowing library materials for personal use.

### Important points:

- When proxy borrowers check out items on the authorising borrower's account, the circulation privileges pertaining to their authorising borrower's account apply.
- When proxy borrowers check out items for their authorising borrower, these items are recorded on the authorising borrower's record as are all notices or blocks.
- Proxy borrowers may use the authorising borrower's card to issue on the self-check machine. Alternatively, they can have items issued at the desk providing they present suitable photo ID (e.g. Canterbury Card, Driver's License, Passport).
- Fines can only be paid by the authorising borrower (an online payment option is available).
- The authorising borrower is responsible for all items checked out to his/her account.

### To apply:

**Apply at the Information Desk of any UC Library. It is preferable for both the Authorising and Proxy Borrower to fill out this form together at the Information Desk. Please ensure the Authorising Borrower has their library card and the Proxy Borrower has photo ID.**

**I understand and agree to the above conditions of use:**

#### Authorising borrower

Name .....

Signature .....

Library Barcode: CU \_\_\_\_ \_D

Proxy Borrow Expiry .....

Date .....

#### Proxy borrower

Name: .....

Signature .....

Date .....

### For Library Use Only

- Photo ID of Proxy Borrower Sighted
- Note added to Authorising Borrower Record
- All libraries: document scanned and emailed to [lending@libr.canterbury.ac.nz](mailto:lending@libr.canterbury.ac.nz); document then dispose of.

Library \_\_\_\_\_

Staff Name \_\_\_\_\_

Date Processed \_\_\_\_\_