

For Office use only: Faculty last name: _____
Faculty first name: _____
PRX number: _____
Location: _____

- * *only Yale University Faculty are eligible*
(exception – anyone with a valid Yale ID who has disabilities is eligible to obtain a proxy card for a specified assistant to borrow library materials on their behalf)
- * *limits - 2 proxy assistants per semester - maximum of 1 year*
- * *if end date is not provided, proxy term will expire at the end of the current academic semester*
- * *requests for proxy cards other exceptions will be determined on a case-by-case basis*

Yale University Library Proxy Borrowing Agreement

Faculty Name: _____
(Last) (First) (Middle initial)

Email Address: _____

I authorize _____, to act as my proxy
borrower within the Yale University Library system.

Start date: _____ End date: _____

My signature below authorizes the person named above to serve as my proxy to borrow materials from the Yale University Library and to courier those materials to and from my office or other location for my use. I understand that the proxy card is used only to take out materials directly authorized by me for my research and/or classroom use. It is not intended for the proxy's personal use. I understand that once my proxy has checked items out of the library, the materials are my responsibility and appear on my library account, exactly as if I had checked them out myself. I assume financial responsibility for replacement of Library materials lost, stolen or damaged library materials charged to my account by my proxy and any fines incurred due to late return.

Signature: _____ Date: _____

Questions? Contact Information Services, SML smlcirc@yale.edu (203) 432-7189

Fax completed form to Information Services, SML **Fax #: (203) 432-9486**

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