



MARDIGIAN
LIBRARY

PROXY CARD GUIDELINES

What is a proxy card?

A proxy card authorizes a student or staff member to use a faculty member's library account to check out materials. A proxy card may be issued to a **current** UM-Dearborn student or staff member when authorized by a **current** UM-Dearborn faculty member. Proxy cards are intended for students or staff members who are formal or informal research assistants.

All materials checked out on a proxy card are the responsibility of the faculty member, including fines and fees. Faculty members, not proxy card holders, are responsible for knowing what materials are currently checked out to them, are expected to return items on due date, are to immediately return recalled items and are to respond promptly to library notices. The faculty member will receive all correspondence relating to these items; the proxy card holder will not receive notices. Faculty members are responsible for all fines and fees on items checked out with the proxy card.

How can I apply?

Application forms are available at the Circulation desk and online at <http://library.umd.umich.edu/Services/ProxyCardApplication.pdf>. Completed forms may be returned via email, fax or campus mail. The proxy is not permitted to hand carry the form to the Circulation desk.

What does the proxy receive?

The proxy will receive a library card that includes their name and the name and barcode of the faculty member's library account. When the proxy uses this card, they will be required to show a photo ID, such as their MCard or driver's license. Lost or stolen cards should be reported immediately. Proxy cards are non-transferable.

What is the expiration date?

Proxy cards may be issued for up to three semesters, or one calendar year. The faculty member can select an expiration date of December 20th, April 20th, or August 20th within one calendar year from the date of application. The expiration date is written on the proxy card. Proxy cards are not intended for one time use.

Can the proxy card be cancelled or revoked before its expiration?

If the faculty member wishes to cancel or revoke the card for any reason before the expiration date, please contact the Head of Circulation at 313-593-5598 or scherger@umd.umich.edu .

How many proxy cards may I authorize?

Faculty members may have two authorized proxy card users on their library account at any given time.

Proxy card holders are eligible to:

- Check out UM-Dearborn materials
- Check out ILL and MeLCat items that are waiting for pickup
- Renew UM-Dearborn items in person or over the phone as long as item barcodes are known
- Pay fines and fees in person
- Receive a receipt of items checked out or renewed and payments made

The proxy card does not grant the ability to:

- Check out materials for the proxy card holder's personal use
- Request or renew ILL or MeLCat items using the faculty member's library account
- View the faculty member's online library account, renew items online or pay fines and fees online

NOTE: Proxy cards can also be issued to representatives of special needs students. The student requesting this service must be registered with the Counseling and Support Services office. Please contact the Head of Circulation 313-593-5598 or scherger@umd.umich.edu for more information.



MARDIGIAN LIBRARY

PROXY CARD APPLICATION

I authorize the following UM-Dearborn student or staff member to receive a proxy card to check out materials from the Mardigian Library in my name:

Student/Staff name _____

Student/Staff UMID _____

Proxy card expires on (within one calendar year of date of application):

_____ April 20, 20_____
_____ August 20, 20_____
_____ December 20, 20_____

Professor Name _____

Professor UMID _____ Department: _____

Telephone _____ Today's Date: _____

I agree that I will be responsible for all materials checked out on the proxy card including return by due date, renewals, recalls, fines and fees:

Professor Signature* _____

Please return this form via campus mail to Jonathan Scherger, 1274 ML by fax to 313-593-5561 or by email to scherger@umd.umich.edu

*Forms emailed from the Professor/Staff's UMD email address will imply signature.

OFFICE USE ONLY:

Proxy card issued by (supervisor initials): _____ DATE: _____

Put note in Professor's Record: _____ "NAME proxy card holder until DATE. initials date"

Put note in Student/Staff Record: _____ "Proxy card holder for Professor NAME until DATE. initials date"

File Form in Proxy Card folder alphabetically by the PROFESSOR'S name.