



KENT STATE
UNIVERSITY
Stark Campus Library

Proxy Borrowing Information

If you would like to have someone else (a “proxy”) pickup library materials and check them out to your library record:

- For first-time or one time proxy borrowing (picking up) of material, the proxy will need the patron’s photo ID and a signed, dated note stating that [printed name of individual] is picking up [title of item(s) for you (full name printed)].
- For routine or occasional proxy borrowing (picking up) of material you may complete this form. Only one (1) proxy per form, but multiple forms may be returned.

For routine proxy borrowing, complete the following information:

YOUR NAME _____
Please print

BANNER ID NUMBER _____ CONTACT NUMBER _____

DESIGNEE’S NAME _____
Please print

I understand that by granting permission to the above designee (proxy) I am responsible for all materials checked out to my record. I can view my patron record online at <http://kentlink.kent.edu/patroninfo> to review material checked out, due dates, holds and fines.

A proxy must identify for whom they are picking up material and present their own photo ID to borrow (pick up) material using my record.

Permission will continue until the Stark Campus Circulation Desk is notified in writing to remove a proxy.

By signing, I am agreeing to the above.

SIGNATURE _____

Please complete this form and return it to the Circulation Desk at the Kent State Stark Campus Library. You may mail the form to: Library Circulation Desk, 6000 Frank Ave. NW, N. Canton, OH 44720 or fax it to 330-494-6212, Attention: Circulation Department.

Office Use:

Date Received	In Person	Mail	Telephone	Email	Fax/Other
Date Rescinded	In Person	Mail	Telephone	Email	Fax/Other