

POLICY ON APPOINTING ACSD PROXY BORROWERS

Effective Date: March 3, 2018

Supersedes / Amends Policy dated: - - - - -

Originating Office:

Library Administration Office

Policy Number: General G-21

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PREAMBLE

It is recognized that students registered with the Access Centre for Students with Disabilities (ACSD) may wish to appoint another student, family member or other representative to carry out library loans on their behalf.

Concordia Library, therefore, facilitates this process by providing a special library card to individuals who are duly appointed as ACSD Proxy Borrowers. This card is issued solely to enable the appointed Proxy Borrower to borrow material on behalf of the ACSD registered student according to that student's library privileges.

Students registered with the ACSD must expressly appoint individuals to act as their Proxy Borrower, as described below. Only one ACSD Proxy Borrower can be appointed at one time.

Please note that no person is permitted to borrow library material by presenting the personal identification of another person; and no person may authorize the use of their own Concordia University ID card by another person.

POLICY

1. A student registered with the Access Centre for Students with Disabilities (ACSD) may appoint an individual to act as a Proxy Borrower to borrow library material on the student's behalf. Only one individual may be appointed.
2. To appoint a Proxy Borrower the student must be registered with the ACSD and complete and sign the ACSD Proxy Borrower Appointment form. The Proxy Borrower must present valid personal identification in person at the library at the time of application, as well as the signed ACSD Proxy Borrower Appointment Form.

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3. A Library Privilege Card is issued to the Proxy Borrower for identification purposes only. The sole privilege which this card extends to the Proxy Borrower is the privilege of borrowing library material on behalf of the designated student; this includes placing of holds at circulation desks and picking up of holds placed either by the student or the Proxy Borrower. All transactions made by the Proxy Borrower are made according to the privileges of the designated student.
4. A Proxy Borrower may also be a registered primary or extramural library user in their own right, i.e. may hold a Concordia University ID or other Library Privilege Card. In such cases, library materials borrowed on behalf of the student must be borrowed with, and only with, the library card issued for that purpose.
5. Each Library Privilege Card issued to a Proxy Borrower shall be valid for as long as the student is still registered with the ACSD and has an active library record.
6. The student assumes full responsibility for all library transactions made by her/his appointed Proxy Borrower.
7. When borrowing, Proxy Borrowers must present the Library Privilege Card and valid personal identification.
8. When a Proxy Borrower borrows an item(s) from Concordia Library on the appointing student's record, the student will receive an email notice letting them know of the transaction and the due date for the item(s). Any further courtesy notices will be sent to the student's email. Failure to receive a Date Due notice, or any other library notice, does not absolve the student from any responsibilities, fines or sanctions established by library policy.
9. Should the student want to appoint a new Proxy Borrower, they should follow steps in point 2 above. Upon registering the Proxy Borrower, the Library Privilege Card information for the student's previous Proxy Borrower will be deleted from the student's library record and subsequently will no longer work to borrow library material. The student can also request that the Library Privilege Card information of a current Proxy Borrower be removed from their library record at any time.

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Questions and/or comments, about this policy or its application should be addressed to the Library Administration:

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| by email: | libraryadmin@lists.concordia.ca |
| or by mail to: | Office of the University Librarian Concordia University, Webster Library 1455 de Maisonneuve Blvd. West, LB 331 Montréal (Québec) H3G 1M8 |