

POLICY ON APPOINTING PROXY BORROWERS

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Effective Date: September 8, 2026

Approval Authority: Library Administration

Supersedes/Amends: October 8, 2013

Policy: LA-5

Supersedes/Amends: March 3, 2018

Policy:: G-21

Policy Number: LA-11

PREAMBLE

It is recognized that all active members of the Concordia community may wish to appoint a student, family member or other representative to carry out library loans on their behalf. For the purposes of this policy it is understood that active Concordia community members must belong to one of the categories listed under Primary Users in the Library Loans Policy (LA-1).

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

Concordia community members must expressly appoint individuals to act as their Proxy Borrower, as described below. Only one 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. An active Concordia community member belonging to one of the categories listed under Primary Users in the Library Loans Policy (LA-1) may appoint an individual to act as a Proxy Borrower to borrow library material on the member's behalf. Only one individual may be appointed.

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2. To appoint a Proxy Borrower the Concordia community member must complete and submit the online Proxy Borrower Appointment form available on the library website. Once the request is processed, the Proxy Borrower is asked to present valid personal identification in person at the library to obtain a Library Privilege Card.
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 Concordia community member; this includes placing holds at circulation desks and picking up holds placed either by the Concordia community member or the Proxy Borrower. All transactions made by the Proxy Borrower are made according to the privileges of the designated Concordia community member.
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 Concordia community member must be borrowed with, and only with, the Library Privilege card issued for that purpose.
5. Each Library Privilege Card issued to a Proxy Borrower shall be valid until September 30 of the next academic year, as long as the appointing Concordia community member has an active library record.
6. The Concordia community member 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 places a hold for the appointing Concordia community member, only the Proxy Borrower receives a hold pickup notification. Loan overdue notifications for material borrowed by the Proxy Borrower go to both the Proxy Borrower and the appointing Concordia community member, unless they result from a hold placed by the appointing member, in which case only the appointing member will receive an overdue notification. Failure to receive a date due notice, or any other library

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notice, does not absolve the appointing Concordia community member from any responsibilities, fines or sanctions established by library policy.

QUESTIONS, COMMENTS OR COMPLAINTS

Approved by Library Cabinet on September 8, 2026.

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

By email: libraryadmin@lists.concordia.ca

Or

By mail to:

University Librarian

Library Administration Office

Concordia University, Webster Library

1455 de Maisonneuve Blvd. West, LB-331

Montréal, Québec H3G 1M8