

LIBRARY**ACSD Proxy Borrower Appointment Form**

Please note: only students registered with the Access Centre for Students with Disabilities (ACSD) can appoint a Proxy Borrower.

I, the undersigned, _____,
[Student name]

[Concordia ID number]

[email address]

Hereby appoint _____,

of _____,
[proxy's home address]

[email address]

to act as my Proxy Borrower for the purpose of borrowing library materials on my behalf from the Concordia University Library, in accordance with the *Concordia University Library Policy on Appointment of ACSD Proxy Borrowers*. I accept sole and complete responsibility for the return of all library materials borrowed in my name by this Proxy Borrower, and for any charges which may arise, in accordance with the *Concordia University Library Policy on Overdue and Lost Material*.

Signature: _____ Date: _____

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 holds at Circulation Desks and picking up of holds placed either by the student or the Proxy Borrower.

Expiration Date

Card is valid as long as the student is still registered with the ACSD and has an active library record.

FOR OFFICE USE ONLY

ID was presented by Proxy Borrower: Yes

Barcode Number Assigned: _____

Date of Issue: _____ Staff member's initials: _____

LIBRARY**Policy on Appointment of ACSD Proxy Borrowers**

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.
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.