

Proxy Authorisation



The proxy patron service enables you as a member of staff to authorise another current registered library user to act on your behalf for the borrowing and renewing of library items at a Service Desk. A proxy patron is unable to recall books or use the Easyloan self-service facilities in the Voyager catalogue on your behalf.

If you wish to authorise a proxy, please complete the first section of this form, then hand it to your nominated proxy to complete and hand directly to the Library.

I _____ hereby give
permission for _____

to act on my behalf for borrowing and renewing items at the Loans Desk of any
University of South Australia Library, from ____/____/____ to ____/____/____

Furthermore, I fully understand that I am responsible for any item borrowed from the
library and fees and demerit points incurred as a result of the late return or loss of items

Please provide your

School/Centre _____

Email address _____

Signature _____

TO BE COMPLETED BY THE PROXY

I undertake to use my authority as a proxy only for library materials specifically
requested by the library user whose details appear above Nominated proxy's University
ID number _____

Proxy's signature _____

**PLEASE NOTE All library regulations relating to lending transactions apply to the
authorising staff member and not to the nominated proxy patron**

For library use only

Circle status of authorising patron ACAD / GEN

Authorised by _____ Date _____

Added to Voyager by _____ Date _____

Library name _____

Date form sent to CSO _____