The proxy patron service enables 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 Lending Desk. A proxy patron is unable to recall books or use the lending self-service facilities in the catalogue on your behalf. Proxy patrons may also submit interloan requests 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 Lending Desk of any
University of Auckland Library, from ___/___/____ to ___/___/____.

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

Please provide your:

Department: _________________________ Email: ______________________________

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 7 or 9 digit AUID 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 ALMA by: ______________________ Date:________________________

Library name: __________________________ Date:________________________

Date form sent to Lending, Interloan & Enquiry Services:______________-__________