

University of Iowa Libraries
Faculty Authorization Form

This form can be printed, filled out, and taken to circulation staff at any library (except the Law Library) to have a proxy record created and a library card issued.

The form can also be mailed to the Circulation Department at the Main Library and a proxy card mailed to the faculty member's office.

Faculty member's name (please print) _____

Faculty member's University of Iowa ID number _____

I authorize _____ (proxy)

To check items out of the University Libraries in my name. These items are for my use only and I accept full responsibility for them.

Today's date _____

Date for proxy card to expire _____
(no longer than a year at a time)

Is this a renewal of a previous proxy card? Yes____ No ____

Faculty Signature _____

Office address if you wish to have the proxy card mailed to you: _____

Proxy Card Information:

- Proxy cards are valid at the Main Library, branch libraries, and the Law Library. Proxy cards for Law faculty are issued at the Law Library.
- If you later wish to have the card expire before the expiration date given above, please contact circulation staff who can cancel the card and prohibit any further check-outs or holds to be placed from the proxy card.
- All circulation notices will be sent to the faculty member, not to the proxy.
- A list of items checked out or requested via the Proxy card can be viewed by clicking *My Account* on InfoHawk. To access the proxy account use the three sets of three numbers from the pink barcode number on the proxy card as the Hawk ID and password. Faculty can also click on the number next to an item in their Loans list to see which proxy checked out the item.

Staff use only:

Card issued by _____ (name) at _____ Library.

Staff: Please send completed form to Main Circulation, LIB.