

Music & Dramatic Arts Library

Proxy Borrowers

Note: this service is NOT the same as the computer proxy accounts that allow off-campus access to databases. For more information about remote access, see <http://helpdesk.uconn.edu/faq/proxyfaq.html>

Purpose of Proxy Borrowers

(1) Allows proxies (usually students) to check out library materials on behalf of faculty, and (2) supports tracking of items charged by a faculty member's proxy.

Setting up a Proxy

Faculty or students can pick up proxy application forms from either the Music or Babbidge Libraries. Fill out the form and have the faculty member sign it. Bring the form back to the library for processing.

The Proxy Record

A library supervisor goes into the circulation database and adds the proxy's name (the student) to the "proxy grantor's" (faculty, staff, or administrative employee) record, and sets an expiration date.

The faculty member must ask the library (in person or in writing) to update the proxy record if s/he wishes to extend the proxy's expiration date.

Charging Materials

To charge material for faculty, the proxy must (1) present his or her valid student ID, (2) indicate whether the material presented for check out is to be checked out to the proxy grantor (faculty) or student, and (3) check the patron barcodes on resulting date due slips immediately to make sure items were charged to the correct account. (Staff procedure: to charge to faculty, scan the **student's** ID, click on the "ghost" icon, select the faculty member's name, charge as usual. To charge to the student, scan the ID, then charge as usual.)

Checking the Status of Materials

All materials for faculty are charged to the proxy grantor's (faculty) account and may be checked by faculty in the usual ways: online via HOMER or by asking a staff member. Because of confidentiality, library staff will not share faculty account information with students/proxies, so faculty must monitor their own accounts. If requested by faculty, a circulation supervisor can look up individual items at the circulation terminals to determine if a proxy was responsible for checking out an item.

Responsibilities and Warnings

It is the proxy's responsibility to ensure that (1) materials are checked out on the correct account and (2) immediately resolve any problems.

All materials charged to the faculty account are the responsibility of the faculty member, even if s/he never sees the items.

Faculty are responsible for making sure materials are renewed or returned on time according to library policy. While faculty may ask proxies to perform this service, they will still be held accountable for any overdue or unreturned items.

Proxies should not check out materials for their own use on the faculty member's account. Faculty who deliberately or inadvertently allow such use will still be responsible for overdue fines and replacing unreturned or lost materials.

If proxies allow materials to be charged to their own accounts (instead of the faculty account), they will be responsible for all fines and replacement fees.

Proxies should deliver materials to faculty or the library immediately and may wish to ask for receipts on either end. (While students are not responsible for materials charged to the faculty accounts, their Music Department careers could become very uncomfortable if they misplace or misuse such materials.)

Only the proxy and proxy grantor may charge materials to the latter's account. Faculty wanting more than one proxy must request separate proxy accounts for each student.