

# REQUEST FOR RESEARCH ASSISTANT PROXY LIBRARY CARD SMITH COLLEGE LIBRARIES

**\*\*\*\*\*To be completed by Faculty or Staff requesting the Card\*\*\*\*\***  
**Please print legibly**

**OVERDUE, HOLD, AND RECALL NOTICES SHOULD BE SENT TO:**

**(Choose only 1)**    \_\_\_\_\_ Proxy's address    \_\_\_\_\_ Faculty's address

FACULTY/STAFF NAME: \_\_\_\_\_ EXT: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**The student is working for me from** \_\_\_\_/\_\_\_\_/\_\_\_\_ **through** \_\_\_\_/\_\_\_\_/\_\_\_\_.

1. The person named below is authorized to borrow materials for me from the Five Colleges and through Interlibrary Loan.
2. At the end date noted above, all Smith materials checked out on this card will be transferred to my library record. I will receive and review a list of these items.

FACULTY/STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*\*\*\*To be completed by person requesting the Proxy Card\*\*\*\*\***  
**Please print legibly**

PROXY NAME: \_\_\_\_\_ EXT: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

1. This card is for borrowing materials *solely* for the faculty or staff member who submitted this request.
2. Items for your personal use cannot be charged to this card.
3. Never check out materials for the faculty member using your own ID. **Use *only* this proxy card.**
4. Borrowing privileges will be revoked if this card is abused.

PROXY SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

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**OFFICE USE ONLY**

DATE REC'D \_\_\_\_\_ INPUT BY \_\_\_\_\_ ON \_\_\_\_/\_\_\_\_/\_\_\_\_ BARCODE \_\_\_\_\_