

Proxy Borrower Information

Active University of Florida faculty and users with disabilities registered with the ADA Office are authorized to have proxy borrower privileges.

The proxy borrower privilege is a service that facilitates faculty research by allowing designated individuals to check out library materials on behalf of faculty members as well as allowing flexibility to patrons with disabilities. This privilege extends to all libraries on campus.

Who can have a proxy borrower?

- Faculty Members
- Users with a disability registered at the ADA office

Who can be a proxy borrower?

- UF Staff
- UF Students
- Users affiliated with patrons with a disability.

How many proxy borrowers can one user have?

- An eligible user can have up to 3 proxy borrowers. However, each proxy borrower can only be affiliated with one sponsor. If you choose a proxy borrower who is already borrowing for someone else you will be notified and you will be given the option to choose a replacement.

How are proxy borrowers appointed?

- Obtain a proxy borrower application from any library circulation desk, or online at <http://www.uflib.ufl.edu/as/circ.html>
- Turn in the application at any library circulation desk.
- **A new application must be completed each semester.**
- ADA affiliated proxy borrowers do not need to be affiliated with UF but do initially need to complete a Special Borrowers Form and forward it to Circulation Services, Library West. This form is at: <http://web.uflib.ufl.edu/ps/Circ/SpecialBorrowerform2006.pdf>

What does a proxy borrower need in order to check out material?

- For Faculty proxies: a valid Gator-One card.
- For ADA patron proxies: a valid Gator-One card or a picture ID.

All proxy borrowers must let circulation staff know they are a proxy when borrowing items for their faculty/ADA patron sponsor.

Who is responsible for the materials?

- The faculty member or the user with a disability are responsible for materials checked out by their proxy borrower.