

Proxy Borrower Policy

1. Who can have a proxy borrower?
 - a. Faculty
 - b. Users with disabilities who are registered with the ADA Office
2. Who can be a proxy borrower?
 - a. UF Staff
 - b. UF Students
3. How many proxy borrowers can one user have?

An eligible patron may have up to three proxy borrowers.

NOTE: Only one Proxy Borrower Card will be issued per faculty member and it must be shared if there are multiple proxy borrowers.

4. How are proxy borrowers appointed?
 - a. Faculty members must submit a Proxy Borrower Application each semester to appoint or reappoint a deputy borrower.
 - b. Applications are available at any Smathers Libraries circulation desk.
5. What does a proxy borrower need in order to charge material?
 - a. Proxy Borrower Card.
 - b. Gator-1 of the Proxy borrower.
6. To whom are the materials charged?

Materials are charged to the faculty member or user with disabilities and s/he is responsible for the item.
7. How to apply?
 - a. Complete the application on the reverse side.
 - b. Present it at any Smathers Libraries' circulation desk. OR
 - c. Mail it to any Smathers Libraries circulation desk.
8. How can a proxy borrower's card be received?

The card may be

 - a. Processed at the time of presentation (Normal business hours at some locations).
 - b. Mailed to the faculty's campus address.
 - c. Picked up at a later date at the circulation desk where the form was submitted.
9. The proxy borrower card is valid only in the George A. Smathers Libraries.