

# CIRCULATION AUTHORIZATION

## INTRODUCTION

Authorizing a proxy to use your ID allows the proxy to check out library materials in your name. The loan period and any fines or sanctions will be those that apply to you. You may authorize as many proxies as you require.

Please use one form for each individual. Attach a photocopy of your OKState ID or Driver's License. Your authorized assistant must present their ID for each transaction.

## BORROWER'S INFORMATION

I certify that I authorize a proxy to check out Library materials for me and my use:

\_\_\_\_\_  
Last name:

\_\_\_\_\_  
First name:

\_\_\_\_\_  
CWID/ Account Number:

\_\_\_\_\_  
If Faculty/Staff, Department:

\_\_\_\_\_  
Telephone Number:

I authorize the following person to use my account to check out library materials. I will assume responsibility for all materials checked out for me under this authorization, including replacement costs if the materials are lost or damaged.

My authorization expires on (please specify date, but do not exceed one year):

\_\_\_\_\_  
Authorization Exp. Date:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Today's Date:

## PROXY'S INFORMATION

\_\_\_\_\_  
Last name:

\_\_\_\_\_  
First name:

\_\_\_\_\_  
CWID/Account Number:

**RETURN THIS FORM WITH  
PHOTOCOPY OF OKSTATE ID/  
DRIVER'S LICENSE TO:**

Circulation Desk  
First Floor  
Edmon Low Library

Form can be also be  
emailed to: [lib-cir@okstate.edu](mailto:lib-cir@okstate.edu)

## GET HELP

Call: 405-744-9775

Email: [lib-cir@okstate.edu](mailto:lib-cir@okstate.edu)



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