# Proxy Borrower Registration

To authorize a proxy borrower, please contact the Circulation Desk in person, by email, or in writing; providing your name, CWID, name of authorized proxy.

** Please fill out and submit the form provided below.

## Primary Borrowers Information:

A qualifying borrower can have up to four proxy borrowers assigned to his/her library account for one or both semester(s) each academic year.

<table>
<thead>
<tr>
<th>Please check semester(s) desired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (July 1 to December 31)</td>
</tr>
<tr>
<td>Spring (January 1 to June 30)</td>
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</table>

I, _______________________________ hereby authorize the person named below to serve as a proxy borrower on my behalf for the term(s) indicated above to perform the following tasks:

- Check out Pollak Library materials
- Pick up Interlibrary Loan materials
- Access my Circulation record

I understand that proxy transactions are my responsibility.

Primary Borrowers Signature: ___________________________ Date: ___________

CWID#: ____________________________ Campus Extension (If Faculty/Staff): ___________

## Proxy User Information:

Name: ____________ CWID # (If CSUF affiliated): ____________

Phone#: ____________

******* Proxy borrower MUST have a proxy card at all times to use this privilege. *******

** A valid picture ID is initially required for proxy to be issued his/her proxy card.

** Office Use Only

Date: __

Expiration Date: ____________ Proxy card barcode: ________________________ Staff Initials: __