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.

Please check semester(s) desired:

Fall _____ (July 1 to December 31)   Spring _____ (January 1 to June 30)

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/Saff): ______________

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: ______________