

PLEASE COMPLETE ONE APPLICATION FORM FOR EACH PROXY REQUESTED

[student] Last Name (Please Print): _____

First Name: _____ Student's ID# _____

[illegible]

Circle Proxy type: Faculty Staff Parent Other

X _____ Date: _____
Student's Signature

Your Proxy's Name *Please print name legibly.*

Name: _____

Address:

Phone: _____

[illegible]

Print proxy email address above – Please print legibly and include the full e-mail address; for example, s321z789@gmail.com

*By signing, I understand that I will need to **present my photo ID** at time of visit to SFCC's library and that my proxy privileges are for the student listed above **ONLY & not for my personal use.***

X _____ Date: _____
Proxy Signature

LIBRARY USE ONLY	
Date application form received:	
Date application expires:	
Processed by [initials]	
Notes:	

Spokane Falls Community College Library

Proxy Borrower Policy

Purpose of the Proxy Application. To allow a Student (or Sponsor) to authorize a Proxy to check out library materials and to request library services on behalf of the Student. This includes requests for checking materials out of SFCC Library circulating collections and items borrowed from another library (Interlibrary Loan). The Proxy does not include on- or off-campus access to electronic resources and does not include an account for printing.

Proxy Sponsor (Student) Eligibility. Spokane Falls Community College Faculty, Staff, and Students who have valid SFCC Library access, circulation, and request privileges may sponsor up to 2 individuals to act as their proxies.

Proxy Eligibility. The Proxy should be a person trusted by the Sponsor to act on the Sponsor's behalf and need not be eligible for SFCC Library privileges. The Proxy should have a current government issued photo ID and be 18 years of age or older.

Application Process. Proxy Borrower Application Forms are available from SFCC library Circulation desk or may be requested via email: circdesk@sfcc.spokane.edu. A paper copy application form with original signatures **in ink** is required for each proxy requested. Completed application forms require signatures for both the Proxy Sponsor and the Proxy and may be submitted in person at the SFCC Library Circulation Checkout Desk.

Where Accepted. SFCC Library Proxy privileges will be honored at SFCC's library only, (some restrictions may apply). The Proxy Borrower privileges are not accepted at any other library that is not part of the Spokane Falls Community College Library.

Privileges Granted. Proxies will be granted the same circulation and request privileges as the Proxy Sponsor, and when applicable, include Interlibrary Loan services. All privileges granted are governed by the Spokane Falls Community College Library Access, Circulation, and Request Services policies. See <https://sfcc.spokane.edu/For-Our-Students/Library/Library-Policies>

Duration of Privileges. The Proxy Borrowing privileges are active as long as the Student, (or Sponsor) continues to be eligible for library privileges, or until the Sponsor indicates that the Proxy is no longer authorized to act on the Sponsor's behalf. To cancel Proxy privileges, the Sponsor should notify the Circulation Desk in writing with an email to circdesk@sfcc.spokane.edu. A Sponsor's privileges will be suspended if a total of \$10 or more in unpaid library charges has accumulated or when the Sponsor graduates and is no longer a student at SFCC or is no longer enrolled at the college.

Proxy Responsibilities. Proxies will agree to use the Proxy Borrowing privileges for library privileges on behalf of the Sponsor and not for personal use. Proxies should come to the library with a current government issued photo ID.

Should the Proxy wish to borrow from SFCC library for themselves, they can obtain a Community User library card by providing their photo ID and filling out a Community User library card application at the Circulation Desk.

Proxy Sponsor Responsibilities. The Proxy Sponsor is responsible for monitoring all materials borrowed, for overdue fines and other charges incurred, and for the timely return and renewal of library materials. Overdue, Notices and Statement of Fees for items checked out by Proxies are sent to the Proxy Sponsor via the email address provided to us.

Privacy Issues. The Proxy and the Proxy Sponsor will be able to view and to renew items in the Proxy Sponsor's library account library record by logging in at <https://sfcc.spokane.edu/For-Our-Students/Library> and clicking on the "My Library Account" link. *Please be aware that it is not possible to determine which items were checked out by the Proxy or by the Proxy Sponsor when viewing the account.*