

THE STANFORD UNIVERSITY LIBRARIES
STANFORD, CALIFORNIA 94305-6063

POLICY ON PROXIES

WHAT IS THE PURPOSE OF THE PROXY PRIVILEGE?

The Stanford University Libraries permits the faculty of the University to have proxies who may represent them in the Libraries. This privilege is meant to assist faculty in doing their library research by allowing their designees to use the library in their name. The Library Proxy Card gives the bearer proxy status, i.e. the privilege of charging out library materials in the name of a specified faculty member.

WHO IS ELIGIBLE FOR THE PROXY PRIVILEGE?

The Proxy privilege may be extended to regular Stanford University faculty, to emeritus faculty, to Stanford-appointed Visiting Professors and to academic staff with a provostial teaching appointment. A faculty member may sponsor two proxies. The need for an exception to this should be brought to the attention of the Head of the Privileges Office. If needed, one proxy may serve more than one faculty member.

WHO MAY SERVE AS A PROXY?

Regular Stanford University employees, registered Stanford students and others hired as research assistants are eligible to serve as proxies.

HOW TO APPLY FOR THE PROXY PRIVILEGE?

Applications for the Proxy Card may be obtained at the Privileges Office in Green Library. As soon as the Proxy Application is completed and returned to the Privileges Office, the Proxy Card will be issued. Proxy cards may be issued for periods from one month to one year, at the sponsoring faculty member's discretion.

LIBRARY USE BY THE PROXY

The Proxy Card may only be used in support of the faculty member served by the proxy. Sponsoring faculty members are responsible for all materials borrowed in their name. All recall notices, overdue notices, and lost book bills will be sent to the faculty member. Library materials borrowed on the Proxy Card will fall due no later than the expiry date of the proxy privilege. If abuse of the proxy privilege occurs, the privilege will be suspended or revoked, as appropriate, until the matter is resolved.

For further information regarding the Proxy Card, contact the Privileges Office by telephone at (650) 723-1492 or at sul-privileges@stanford.edu.

APPROVED BY THE ACADEMIC COUNCIL COMMITTEE ON LIBRARIES
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