

Faculty Interlibrary Loan Proxy Request Form

You may designate one teaching assistant to pick-up, sign for, check out, and return Interlibrary Loan (ILL) materials on your behalf for your private study, scholarship or research purposes only. The graduate teaching assistants must be affiliated with the Savannah College of Art and Design while acting as proxy. Please note that the designated proxy must present a *valid* SCAD ID for identification at the circulation desk, sign and date their name on the patron signature copy form on your behalf. You will be contacted after receipt of the form to confirm the authorization.

Please read the following conditions and agreements:

- Your designated proxy has permission to check out, pick up, sign for, and return ILL materials on your behalf.
- Your designated proxy must present their *valid* SCAD ID for identification at the circulation desk, and sign the pickup "patron signature" form before ILL materials can be released.
- You are responsible for all ILL materials checked out, picked up, signed for, and returned, on your behalf, by your designated proxy.
- You are responsible for replacement costs for loss and/or damages that may occur to ILL materials released to your designated proxy.
- The \$5 overdue ILL fee is not waived for overdue fines that accrue if your designated proxy returns ILL materials past the due date.
- If the designated proxy leaves SCAD or is no longer working for you, you must notify the ILL Coordinator as soon as possible.
- Proxy privileges expire at the end of each quarter. A new form must be submitted each quarter.

Please print this form, complete it, sign where indicated, and send to Janice Shipp, Interlibrary Loan Coordinator, as an attachment via email at illscad@scad.edu, by fax - 912.525.4660, via interoffice mail.

Please Print (*)

*Faculty Name: _____

School/Department: _____

*Name of Designated Proxy: _____

Faculty Signature: _____ Date: _____

Proxy Signature: _____ Date: _____

The signature of the Faculty and the Proxy above signifies that they have read and understand the conditions and agreements and will comply fully with each. Failure to comply will cause this agreement to be null and void.