

Faculty Interlibrary Loan Proxy Program

What is it?

SCAD Libraries Faculty Interlibrary Loan (ILL) Proxy Program allows SCAD faculty to designate one graduate teaching assistant per quarter to act as their representative when picking up, checking out, signing for, and returning interlibrary loan materials for their private study, scholarship or research purposes. The graduate teaching assistants must be affiliated with the Savannah College of Art and Design while acting as proxy.

Faculty members who wish to designate a proxy must complete a “Faculty ILL Proxy Request” form and send the completed form to Janice Shipp, Interlibrary Loan Coordinator, as an attachment via email at illscad@scad.edu, by fax to 912.525.4660 or via interoffice mail.

Faculty will be contacted via email, after receipt of the completed form, to confirm the proxy authorization.

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.

Any questions concerning this program should be directed to Janice Shipp, Interlibrary Loan Coordinator, at 912.525.4658 or illscad@scad.edu.