

## **Account Proxy Service Form**

As a member of SUNY Potsdam's faculty and/or staff, I pledge to follow the Account Proxy Service Terms of Use as listed below. By submitting this form, I acknowledge that I have read and fully understand the Terms of Use. In the event that I fail to follow the Terms of Use, I recognize that this library service may be retracted at any time and that the library is not obligated to reinstate the service.

### **Terms of Use**

#### **Setup**

- The User must come to the Library to set up the initial proxy account.
- The account can only be created by circulation staff supervisors. Student staff cannot create these accounts.
- The User must bring in their SUNYCard to setup the account.
- The Terms of Use will be explained to the User in person by circulation staff.
- The User will be required to submit an Account Proxy Service Form (this form) during the initial set up meeting.

#### **Account**

##### **Account Name**

A proxy account will be created using the Users name (eg. John Smith PROXY).

##### **Expiration Date**

The account expiration date will be set to the end of the academic year.

##### **Card Type**

A yellow library card will be issued to the User.

##### **Name on Card**

The Users name and PROXY will be printed on the yellow library card.

##### **Card Quantity**

Only one card per User will be assigned using the account proxy service.

##### **Restrictions**

A proxy account may only be used for the purposes of borrowing items for the User. This means...

- Campus assistants may borrow items on the Users behalf (including teaching assistants, graduate assistants, administrative assistants, etc.).
- Users may not use the account proxy to facilitate loans for their students.
- Items loaned should be used by the User and not by someone else.

A proxy account will only be used for the purposes of borrowing items. This means...

- Overdue notification will not be sent to the proxy account.
- Fines/fees will not be processed through the proxy account.
- User contact information (address, phone, etc.) will not be updated in the proxy account.
- Borrowed items will instantly be transferred to the Users primary account.

**Responsibility**

- The User (not the library) will determine whether or not to keep the account proxy card or give it to their proxy.
- The User (not the proxy) is responsible for managing all items loaned through the proxy account.
- The User (not the proxy) is responsible for any fines/fees associated with items loaned using their account proxy.
- The User (not the library) is responsible for keeping track of the proxy Library Card (the library will make loans to any patron presenting the proxy Library Card).
- The User (not the proxy) is responsible for immediately informing the Library if the account proxy card has been lost or stolen.

**Notification**

The Terms of Use may be updated or changed by the College Libraries at any time. In the event a significant change is made to the Account Proxy Service, the library will notify service users by email.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_