

Proxy Borrower Policy

UNM faculty, staff and students may authorize one proxy borrower on their UNM University Libraries account. The proxy must be over the age of 18 and have photo ID. This proxy will be able to pick up, check out, and renew UNM library material on the authorizing borrower's account. The proxy authorization is valid for one year from date of issue and must be renewed in person by the account holder. The proxy authorization can be removed at any time by notifying the library in person. The proxy is issued a Proxy Borrower Card (PBC) with the authorizing borrower's account number. The proxy must present their own photo ID and the PBC or the authorizing borrower's Lobo ID to access the library account and complete any transaction.

The authorizing borrower assumes responsibility for all materials checked out by the proxy when using the PBC. Any long overdue or lost items will be billed to the authorizing borrower's UNM Bursar Account. Proxy borrower privileges do not extend to the following materials and services: laptops and other circulating devices, Interlibrary Loan, off-campus access to electronic resources, access to study rooms and access to University Libraries extended hours.

Authorizing borrowers must present the following completed request form in person at any UNM University Libraries Service Desk along with their valid Lobo ID.

Proxy Borrower Card (PBC) Request Form

Date: _____

Authorizing Borrower: _____

Lobo ID: _____

Email: _____ Phone: _____

Proxy Borrower: _____

Proxy Expiration: _____

I understand that all materials checked out to my account by the proxy designated above are my responsibility and replacement charges will be posted to my UNM Bursar Account.

Signature: _____

Please print completed form and sign in-person at library with valid Lobo ID