

Proxy Borrowing Policy

Proxy borrowing privileges at the Drew University Library are available to:

- Drew University faculty members
- Senior Administration officials
- Registered borrowers from the college community who are unable to use library facilities due to a disability.

Drew University faculty members may designate a current Drew staff member, student, or a faculty member as a proxy borrower.

Registered community members (alumni, residents, resident-clergy, etc.) with disabilities may designate a current Drew faculty member, student, or staff member or another registered community member as a proxy borrower.

Both parties—the faculty member, senior administration official, or community member and their designated proxy(ies)—must have accounts in good standing. Good standing is defined as having no overdue items, late recalled items, claims returned books, lost books, overdue InterLibrary Loan materials, or fines either currently or during the previous six months.

Faculty members, senior administration officials, and registered community borrowers with disabilities may have up to two proxy borrowers at the same time.

The faculty member, senior administration official, or registered community borrowers with a disability assumes full responsible for all materials checked out by the proxy to his/her account, including the payment of overdue fines, recall fines, lost book charges, etc.

For faculty members, the proxy borrower may check out circulating books and films and pick up InterLibrary Loan materials. For senior administration officials, the proxy borrower may check out circulating books and pick up InterLibrary Loan materials. For registered community borrowers with disabilities, the proxy borrower may check out circulating books.

A [Proxy Borrowing Application](#) must be completed and signed by both parties. It must be presented to a Library Circulation Supervisor and approved before proxy borrowing privileges are granted.

This policy was approved by the Library Council on August 8, 2018 with an effective date of October 1, 2018.

As of October 1, 2018, the only proxy borrowing requests that will be accepted are completed and signed [Proxy Borrowing Applications](#). No emails, letters, or telephone requests will be accepted after September 30, 2018.