

# University Libraries

## GA/ Staff Proxy Library Registration Form

Professor's Information: Name: \_\_\_\_\_  
(last) (first) (initial)  
Department: \_\_\_\_\_ Campus Mail Code: \_\_\_\_\_  
Campus Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

GA/Professional/Classified Staff Name: \_\_\_\_\_  
(last) (first) (initial)

**GA/Professional/Classified Staff Proxy Card:** Proxy cards will be issued to official Graduate Assistants, Professionals or Classified Staffers upon agreement that the professor assumes full responsibility for all materials borrowed. The professor must complete the registration form and both s/he and the GA/Professional/Classified Staff must sign it. **(Unless prior approval from Circulation Supervisor/ADS Department Head has been granted, the professor must be present when a card is issued.)** If the proxy is a GA, the card will expire at the same time as the GA's contract. If the proxy is Professional/Classified Staff, the card expires annually. The proxy card must be presented when checking out books.

### UNLV Library Card Agreement

(1) I assume full responsibility for my library card and will pay all fines for overdue materials, all fees assessed for damaged or lost materials charged on my card, and all charges incurred if the Library is required to submit my account to a collection agency. (2) I will immediately report any change of name, address, telephone number, or e-mail address to the library. (3) I will notify the library immediately if my card is lost or stolen. (4) I have received or was offered a copy of the Library's Circulation Guidelines for students, faculty, and staff. (5) I understand that I must have my library card to access the computers and to check out or renew all library materials. (6) I have received a copy of the UNLV University Libraries Computer Use Guidelines and I understand I must comply with the guidelines each time I log on to a library computer. (7) I understand that violation of the Computer Use Guidelines may result in loss of access to these services and/or suspension of all library use privileges. Unacceptable use that is also illegal may also result in appropriate legal action. (8) I understand that my borrowing privileges at the UNLV Libraries may be revoked for reasons including but not limited to the following:  
(a) Failure to return materials. (b) Returning damaged materials. (c) Unpaid fines or fees.

Professor's Signature: \_\_\_\_\_

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

GA/Professional/Classified Staff Signature: \_\_\_\_\_

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