

Designate a Faculty Runner

Faculty may designate a currently enrolled student or staff member to borrow library material in their name. **Please note the Faculty member will need to request items with their own Wiscard ID number for any material (Interlibrary Loan, UW System and Madison items) to be picked up by their runner.

To designate a faculty runner, please fill out the following information:

Date _____

Proxy Name _____

Proxy ID number _____

This should be 11 digits, from their Wiscard, including the Issue Code.

I authorize the above named person to charge books out from the campus libraries on my behalf. I agree to take full responsibility for all overdue/lost/damage fees that may be assessed on items charged out on the proxy account.

I understand that this proxy relationship exists in perpetuity unless I specifically request that the proxy relationship be cancelled.

Name (printed) _____

Contact Information _____
(phone or email)

Signature _____

Department _____

Completed forms may be sent via email to circulation@library.wisc.edu or through campus mail to Memorial Library Room 170.

A note about proxy policy

A faculty runner will present their own UW-Madison ID at the circulation desk and state that they are a proxy for "name of the faculty."