

# ID Card User Proxy Request Form

Use this form to allow a student or an SDSU employee to use your ID in checking materials out for you. Your ID must be registered in the library system. If you have used your current ID card to check materials out from the library, it should be ready to go. If not, please visit the Library Services Desk to register your ID. This form must be on file in the library and the student must have your ID with them when they come to check materials out for you.

\*Type the information requested below and print this page.

\*Sign on the Signature of Faculty Member line.

\*Bring or mail the signed form to the library circulation department. (Contact information is listed below.)

Date

I authorize  to use my ID in order to check out Library materials.

Permission granted  (ending date required)  
until

Faculty member's name:

Department/Office Location:

Phone:

**I realize that in signing this authorization form, I am responsible for all Library materials borrowed by the person named above.**

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Circulation Supervisor Approval (to be completed by library staff)

Circulation  
South Dakota State University  
Box 2115  
Brookings, SD 57007-1098

Phone: (605) 688-5107  
Fax: (605) 688-6133  
e-mail: circ@sdstate.edu