"Proxy Patron" Authorization for Teaching Assistants (TAs)

Wheaton College faculty may authorize Teaching Assistants as Buswell "Proxy Patrons."

To authorize a TA <u>to pick up library items</u>, complete this form and return it to the Circulation Desk at Buswell Library or email to circulation.desk@wheaton.edu.

- Faculty borrowing privileges regarding loan periods, renewals, and ILL fees apply to items checked out.
- Library reminder notices and similar communications will be sent to the professor's email.
- To pick up items at Buswell, the TA should:
    - SHOW Circulation desk staff their OWN student ID at checkout.
    - TELL Circulation staff they are a TA and want to check items out for a professor.
    - TELL Circulation staff the name of the PROFESSOR.

To authorize TAs <u>to renew items and to request items which Buswell does not own through I-Share and ILLiad, check the appropriate box below</u>. Professors will receive via email a special TA login for I-Share and ILLiad access on the professor's behalf, with directions for the TA, when a proxy account is established. Please do not request a special login for TAs who won't need them.

Please note: When placing requests for Wheaton or I-Share items, faculty can specify whether an item should be held for pick up at the circulation desk ("Buswell Circulation") or be delivered directly to your department via CPO ("Faculty Delivery"). You can set a default delivery method in your I-Share account "Profile" or choose your preference with each item request.

Faculty member requesting TA authorization (please print) _____

Dept. _____   Request date _____

List up to 4 Teaching Assistants to be authorized for the professor above:

TA's NAME (please print)	TA's ID no.	TA signature here	I-Share/ILLiad login needed?	Date TA proxy expires:*

*If no date is specified, proxy patron privileges will expire at the end of the semester—fall, spring, or summer.

Faculty signature _____

Rev. July 2018