

“Proxy Patron” Authorization for Teaching Assistants (TAs)

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

Please select the desired options below and return this form to the Circulation Desk at Buswell Library or email to circulation.desk@wheaton.edu.

I authorize my TA to browse, select, and check out Buswell items on my behalf in person from Buswell Library.

- Faculty borrowing privileges for loan periods and renewals apply to items checked out.
- Library reminder notices and similar communications will be sent to the professor’s email.

Please note: It is no longer possible to authorize multiple TAs for multiple faculty in a department, so that any TA can pick up any items for any profs in the department. There must be designated prof-TA pairs, due to the more secure way logins work in the new library system.

To authorize TAs to request items which Buswell does not own through I-Share or ILLiad on your behalf, check here:

Professors will receive via email a special TA login for ILLiad and I-Share access, with directions for the TA. You will have 2 ILLiad & 2 I-Share accounts—your own, and one that is shared with your TA. You may provide your special login to any TAs you hire and use if from year to year. Please do not request a special login unless your TA(s) will need it.

Faculty member requesting TA authorization (please print) _____

Dept. _____ Request date _____

List up to 2 Teaching Assistants to be authorized for the professor above:

TA’s NAME (please print)	TA’s ID no.	TA signature here	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 _____

<i>For library staff use only:</i> Email _____ Alma _____ ILLiad _____ I-Share _____
