

“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 in person at Buswell.

- 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.

All physical items requested via the library search--from Buswell, I-Share, or ILLiad--will be checked out to the requesting professor when processed. Requested items will be made available for “Quick Pick-up” at Buswell Library. “Quick Pick-up” items will be arranged alphabetically by requestor’s last name on shelves within Buswell’s café area, and can be retrieved by professors or their TAs for “grab-and-go,” no-contact convenience.

To authorize TAs to request items which Buswell does not own through ILLiad, check here:

Professors will receive via email a special TA login for ILLiad access on the professor’s behalf, with directions for the TA. You will have 2 ILLiad accounts—your own, and one that is shared with your TA. Please do not request a special login for TAs who won’t need them.

Faculty member requesting TA authorization (please print) _____

Dept. _____ Request date _____

List up to 3 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 _____

For library staff use only:

Alma _____ ILLiad _____ Email _____