

The Chinese University of Hong Kong Library

Proxy authorization

CUHK faculty members (Terms of Service (A)) may authorize another library card holder to check out library materials on their behalf. This authorization is usually extended to students who are assisting a faculty member in his or her research, but a spouse or a staff member can be designated as a proxy patron. Library materials to be checked out will receive faculty loan periods. Faculty members are responsible for all library materials charged to their accounts, including those materials checked out by his/her proxy.

To authorize, faculty members must complete and sign a Proxy Form (below). Once authorization is obtained, the proxy can charge library materials to the faculty member's account by presenting both the faculty member's and his/her library cards at any CUHK Library circulation counters.

If you have any questions about proxy authorization, please contact us at ulcir@lib.cuhk.edu.hk. For details of the CUHK's privacy policy, please visit: <http://www.cuhk.edu.hk/english/privacy.html>.

Proxy Form

Please fill in this form and return it to the Circulation Counter, University Library OR email it to ulcir@lib.cuhk.edu.hk (via the faculty member's email address currently registered with the Library)

Name of Proxy: _____

Student/Staff/Library Card No. ID: _____

Authorization period: _____

Name of faculty member
(Terms of Service (A)): _____

Staff ID: _____ Department: _____

Email address: _____ Phone no.: _____

Date: _____ Signature of faculty member: _____

For Library use only

Date received: _____ Date Proxy added: _____

Processed by: _____ Ref. no. _____