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.

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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. ________________________