

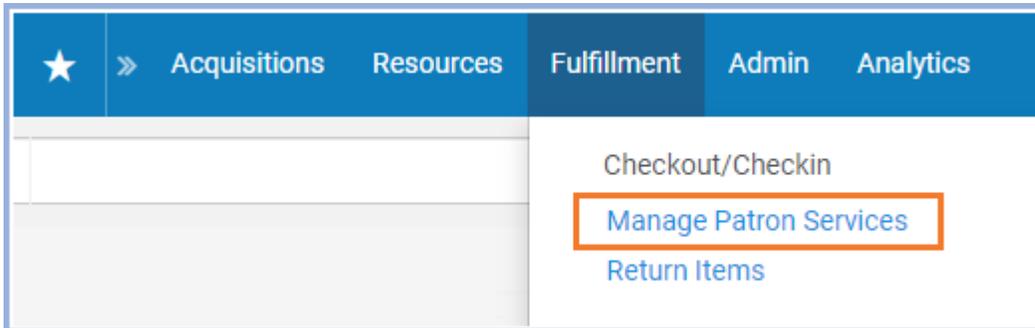
Proxy Loan

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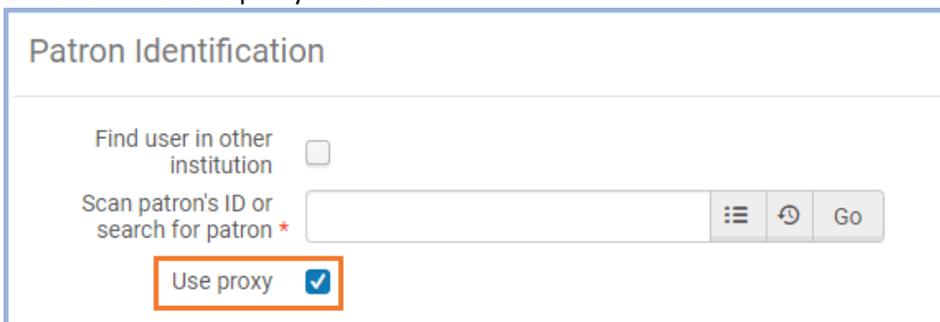
Alma video: [Working at the Circulation Desk](#)

In this example, Stackles Fish (the proxy borrower) has come to the library to pick up books on behalf of Daenerys Targaryen (the authorizing patron).

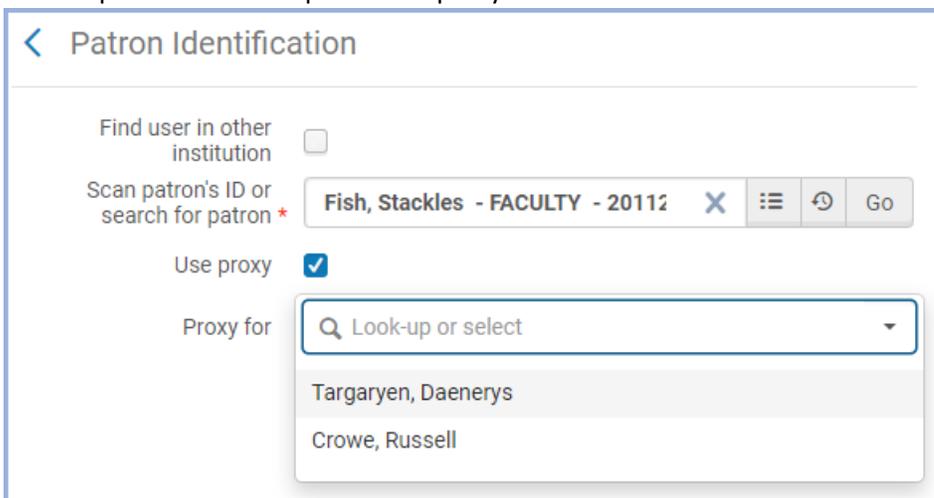
1. Go to “Fulfillment” and select “Manage Patron Services”.



2. Check the “Use proxy” button.



3. Click in the “Scan patron’s ID or search for patron” field to put the cursor back in that field, and then scan the proxy’s ID. This will bring up a drop-down menu labeled “Proxy for”. You can click the down arrow on the menu to see all of the patrons who this patron is a proxy for.



- Once you have selected the correct authorizing patron, click the “Go” button. This will bring you to the “Loans” tab on the authorizing patron’s page. Note that it says the name of the proxy patron next to “Proxy by”.

The screenshot displays the Alma user interface for a patron's profile. The top navigation bar includes the ExLibris and Alma logos, a star icon, and menu items for Acquisitions, Resources, Fulfillment, Admin, and Analytics. A search bar and a 'Users' dropdown menu are also present. The main content area is titled 'Patron Services' and features a user profile for 'Targaryen, Daenerys'. The profile includes a 'Proxy by' field set to 'Fish, Stackles', an 'Active balance' of '0.00 USD', an 'ID' of '20112000204239', and a 'User group' of 'FACULTY'. There are buttons for 'Edit User Info', 'Submit Request', 'Refresh Blocks/Notes', and 'Done'. A 'User Notes' section is also visible. At the bottom, there is a 'Scan item barcode' field with a search bar and an 'OK' button.

- Scan the item barcodes into the “Scan item barcode” field to check them out on the authorizing patron’s account. The authorizing patron will receive a notification email when the items are checked out to them.
- Click the “Done” button in the upper right corner when you are finished.