

Loan Items to a Proxy Patron

A library borrower may authorize another library borrower to perform certain circulation functions on their behalf (typically checking out and renewing items). The authorizing patron is called the sponsor, and the borrower who is acting on their behalf is their proxy. To learn more about proxy authorization, visit <https://www.library.illinois.edu/borrowing/proxy/>.

Note: The proxy patron who is there must present **their own** i-card or courtesy card for you to scan. Some patrons may try to present the sponsor's card, but we can't use that, since it's not their own card.

Note: If the proxy patron is a Fulfillment Proxy, they may have a lavender card that has a barcode sticker and says "Fulfillment Proxy" near the top. Please note that this cannot be used to check out items. The proxy patron must present their own i-card or courtesy card instead.

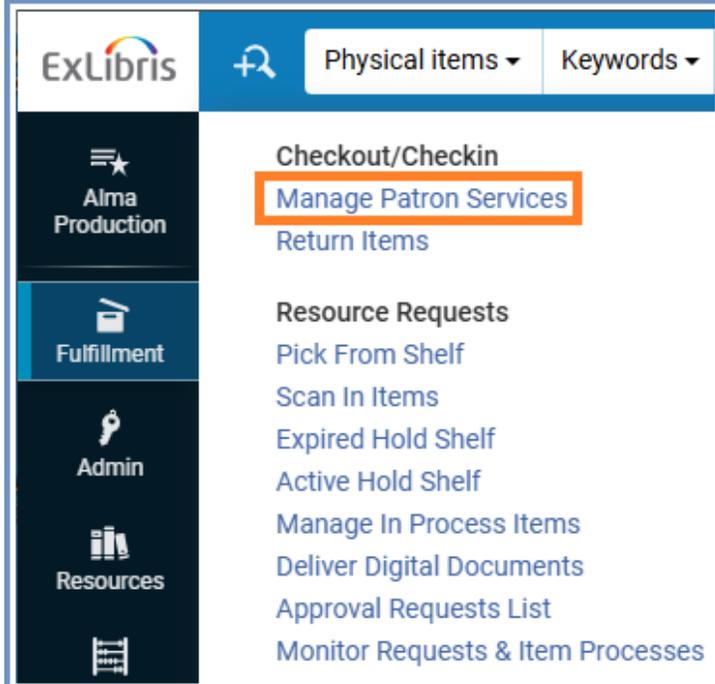
In this example, Fitzwilliam Darcy (the proxy borrower) has come to the library to pick up books on behalf of Dana Scully (the sponsor).

Basic Steps:

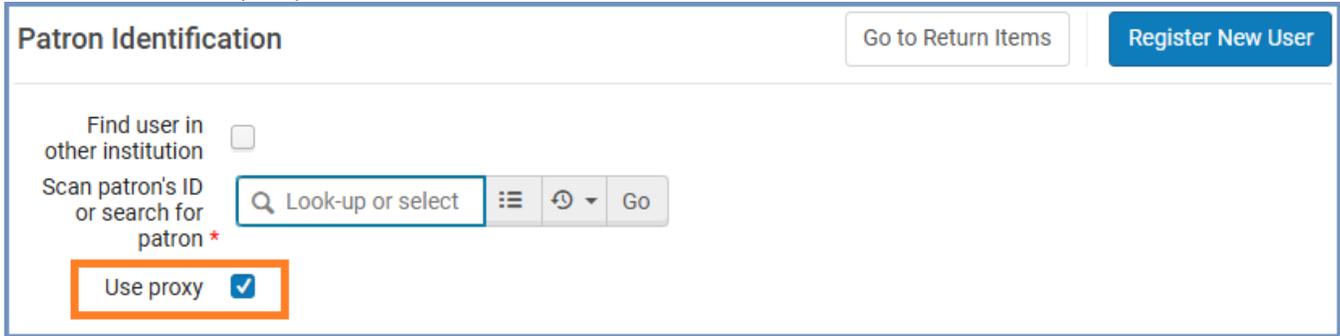
- Open the "Fulfillment" menu and select "Manage Patron Services".
- Check the checkbox for "Use proxy".
- Scan the proxy patron's card.
- Check that the "Proxy for" field has the correct sponsor. If necessary, use the drop-down menu in that field to select the right one.
- Click the "Go" button.
- Once the sponsor's account is open, proceed with the transaction as you would for any other patron.

Detailed Workflow:

1. Go to "Fulfillment" and select "Manage Patron Services".

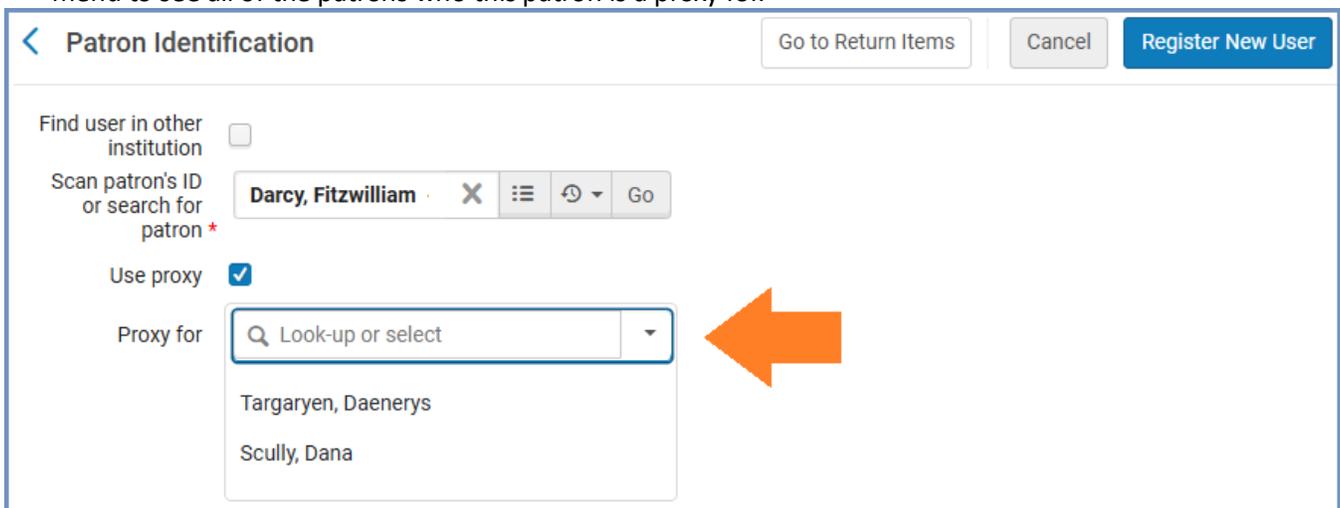


2. Check the "Use proxy" checkbox.



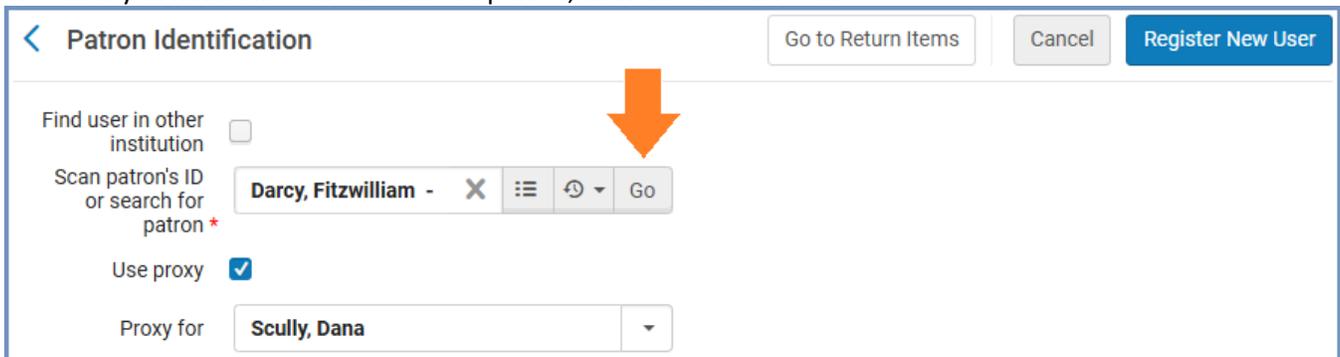
The screenshot shows the "Patron Identification" form. At the top right, there are buttons for "Go to Return Items" and "Register New User". The form contains a checkbox for "Find user in other institution" which is unchecked. Below it is a search field labeled "Scan patron's ID or search for patron *" with a search icon, the text "Look-up or select", a list icon, a refresh icon, and a "Go" button. At the bottom, the "Use proxy" checkbox is checked and highlighted with an orange rectangular box.

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 card. 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.



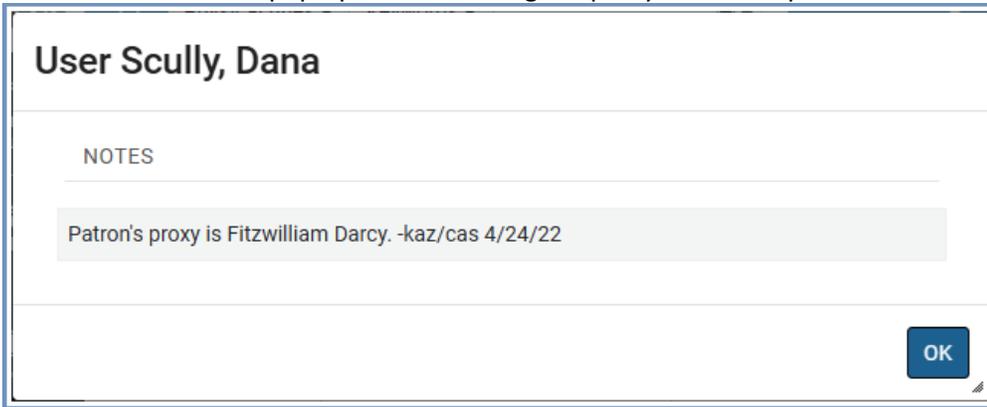
The screenshot shows the "Patron Identification" form. The search field now contains "Darcy, Fitzwilliam" with a clear button (X) and a "Go" button. The "Use proxy" checkbox is checked. Below it, the "Proxy for" field has a dropdown menu open, showing "Look-up or select" at the top and two options: "Targaryen, Daenerys" and "Scully, Dana". An orange arrow points to the dropdown menu.

4. Once you have selected the correct sponsor, click the "Go" button.

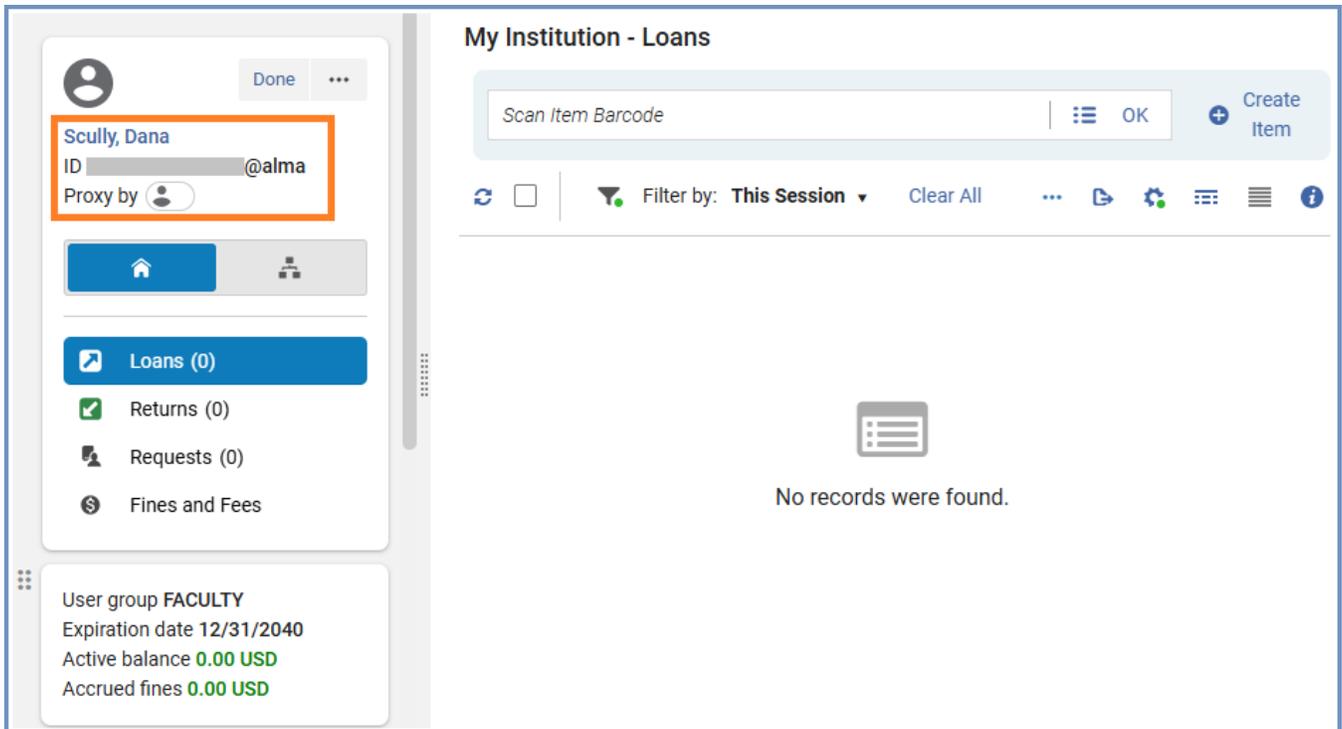


The screenshot shows the "Patron Identification" form. The "Proxy for" dropdown menu now displays "Scully, Dana". An orange arrow points to the "Go" button in the search field.

5. There should be a pop-up note indicating the proxy relationship. Click “OK”.



6. This will bring you to the “Loans” tab on the sponsor’s page. Note that it says “Proxy by” below the sponsor’s name and ID. If you click on the icon of a person to the right of those words, it will show the proxy’s email address.



7. Scan the item barcodes into the “Scan item barcode” field to check them out on the sponsor’s account.

8. Click the "Done" button when you are finished. The sponsor will then receive a notification email that the items have been checked out to their account by their proxy.

Item Borrowed By Proxy



University Library

Borrowed By Proxy Letter 11/17/2024

Hello Dana Scully,

The following item(s) have been picked up on your behalf by your proxy, **Darcy, Fitzwilliam**, and checked out to your account:

Philosophies of work in the Platonic tradition : a history of labor and human flourishing / Jeffrey Hanson.

If you have questions or need assistance contact the Library Telephone