

### **Additional Instructions & Information**

Please follow the instructions on attached form. Additional instructions:

- Please fill out the fields on the form are marked with an "X."
- Once you have completed and signed the Additional Borrower Authorization Form, please scan and email the completed form to Denise To ( [tod@mercury.law.nyu.edu](mailto:tod@mercury.law.nyu.edu) ).

After receipt, Denise To will make arrangements with Bobst Library to attain Proxy Borrowing privileges on your behalf. All Bobst Library books borrowed under the Proxy Borrowing will be delivered to your office or your assistant's office.

Per Bobst's policy, the form is only valid for one year.

## ADDITIONAL BORROWER AUTHORIZATION FORM

### Policy Governing Additional Borrowers

An Additional Borrower is a designee who you sponsor to borrow library materials on your behalf. To sponsor an Additional Borrower, you must be a NYU faculty member, administrator, or code 103 researcher currently registered and in good standing with the library. Your Additional Borrower must also be currently registered to borrow with the library.

Your Additional Borrower may check out books, renew books, and place holds or recalls on books on your behalf by presenting his or her registered ID card at Circulation. All library records are protected by law, therefore your Additional Borrower **will not** have access to your library account information unless you sign the authorization statement at the bottom of this form **(A)**.

As the faculty sponsor, you are responsible for fines and fees associated with materials checked out to your account by your Additional Borrower. Library notices will be mailed to you, not to your Additional Borrower.

Please specify an expiration date, not exceeding one full academic year, for your Additional Borrower **(B)**. To extend Additional Borrower status beyond this, you must renew your sponsorship by submitting another authorization form when the expiration date is approaching.

Please note that your NYU ID number **(C)** is no longer your Social Security number. You can find your NYU ID number located on the back of your ID card. It will begin with an N, and be followed by eight digits. We cannot process this form without the NYU ID number of both you and your borrower.

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### Faculty/Administrator Sponsor Information:

\*Name: \_\_\_\_\_ \*NYU ID#(C): N  
Last name, First name

\*School/Department: \_\_\_\_\_

\*NYU telephone: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Expiration Date for Additional Borrower **(B)**: \_\_\_\_\_ (not to exceed 1 year)

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Additional Borrower Information:

Name: ILL Law Library, Faculty Services Dept. NYU ID#(C): See back of page  
Last name, First name

Signature: Annmarie Zell Annmarie Zell Date: \_\_\_\_\_

### Optional Section (A):

*I authorize the additional borrower above to have full access to the information in my library record.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>FOR LIBRARY USE:</b> Date Received: _____ Processed by: _____
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