Penfield Library
SUNY Oswego

FACULTY ASSISTANT AUTHORIZATION

I authorize the following teaching assistant: _____
to sign materials out of Penfield Library for me for the current semester. I understand that I
have full responsibility for materials taken out in my name.

This authorization is valid for the _____ semester.

_____   _____
Faculty Name (printed)   Faculty Signature

Faculty Library ID _____

Department _____

Phone _____

Email _____

Library Staff Use

Verify that no other teaching assistant currently has these privileges for this faculty member.

Look up the Professor account and add Proxy.

Got to Patron ID----> Hit the Proxy tab and choose Add Proxy For--------> type in the proxy's
name or ID # and hit enter when it comes up and then Save.

Staff Initials _____

Date _____