

**Definition of Service**

A proxy account allows an eligible library user to designate another person to use certain library services on their behalf. A proxy account is separate from the eligible library user's primary account. Additional information is available online at <https://library.umkc.edu/policies/proxy-account>

**Statement of Responsibility**

By designating a proxy to act on your behalf, you are responsible for ensuring that the proxy account remains in good standing. You are responsible for all charges that may accrue on the proxy account.

**Primary account holder's information:**

Name
UMKC Single Sign-On (SSO)

**Proxy account holder's information:**

Name
UMKC Single Sign-On (SSO) <small>For non-UMKC affiliates: provide preferred email address</small>

**1. I designate this proxy to:**

- Tier 1: Pick up/check out materials at the library (no online account access)
- Tier 2: Request items through the library catalog & pick up/check out materials at the library
- Tier 3: Request items through interlibrary loan, request items through the library catalog, and pick up/check out materials at the library

**2. Preferred pickup location for library materials:**

- Miller Nichols Library
- Health Sciences Library
- Dental Library

**3. Who should receive email notifications from the library for this account?**

- Both the primary and proxy account holders
- Primary only
- Proxy only

**4. When proxy accounts are reviewed annually in July, I would like the library to:**

- Automatically cancel this proxy account
- Automatically renew this proxy account

**Cancelling a Proxy Account**

You may cancel a proxy account at any time by making a request to cancel in person and providing a photo ID to a library staff member at a service desk or by contacting the Circulation Services Department at 816-235-1526 or [circulation@umkc.edu](mailto:circulation@umkc.edu).

**To submit:** The primary account holder must email this form to [circulation@umkc.edu](mailto:circulation@umkc.edu) using their UMKC email address. Alternatively, bring this form in person to a library service desk and show proof of ID. The person designated as the proxy cannot submit this form. The library will send you a confirmation when the account is created and send the login credentials to the proxy account holder.