

Proxy Account Application Form



Definition of Service

A proxy account allows an eligible library user (sponsor) to designate another eligible library user (proxy) to use certain library services on their behalf. Additional information is available online at <http://library.umkc.edu/policies/proxy-account>

Statement of Responsibility

The sponsor who designates a proxy is responsible for ensuring that the sponsor account remains in good standing. The sponsor is responsible for all charges that may accrue on the account.

Sponsor's information:

Name
UMKC Single Sign-On (SSO)

Proxy's information:

Name
UMKC Single Sign-On (SSO)

- **By submitting this form, you (sponsor) designate the person named above as a proxy to pick up/check out materials at the library on your behalf. A proxy cannot:**
 - **Access your online library accounts**
 - **Place requests for library materials on your behalf**

- Items placed on hold can be picked up at any UMKC Library location. When placing a hold online, the sponsor can choose a specific pickup location (Miller Nichols Library, Health Sciences Library, or Law Library).

- The sponsor shall receive all email notifications for materials picked up/checked out by the proxy.

As a reminder, for your own protection, do not share your SSO account password access with anyone.

Proxy accounts expire on June 30. In which year would you like this account to expire? 20
Y Y

To submit: The sponsor must email a completed copy of this form to circulation@umkc.edu using their UMKC email address. Alternatively, bring a completed print copy of 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 the sponsor and proxy an email confirmation when the account is created.

Cancelling a Proxy Account

The sponsor may cancel a proxy account at any time. To request cancellation, the sponsor must contact the Circulation Services Department at circulation@umkc.edu using their UMKC email address.

Questions about proxy accounts or services? Please contact Circulation Services at circulation@umkc.edu