Cleveland Institute of Art
CIA Library
A Library for Visual Artists

CIA Library Proxy Privilege Agreement

Please print:

Name: _____

Department: _____

Phone: _____

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I am requesting that the following person be able to borrow library materials on my behalf, using my CIA library account:

Name: _____

The person you designate as a proxy will be asked to show a photo ID to borrow library materials on your behalf.

Check one:
Proxy is ___CIA student ___CIA Technical Specialist
___CIA staff ___Other (please explain)_____

I understand that I am responsible for all CIA library loans made by my proxy and agree to:

- pay any late fees and
- pay for any lost or damaged library materials.

I will notify the CIA Library staff immediately if I decide to stop proxy privileges for the person designated above.

Signature:_____ Date: _____

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