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SAINT LOUIS  
UNIVERSITY

Pius XII Memorial Library

## Faculty Check-Out Permission Slip

By signing this form, I certify that I am a current faculty member of Saint Louis University granting permission to the listed student, staff, or faculty member to access my library account for the purpose of checking out materials under my name. I understand that by doing so, I am allowing my proxy unrestricted check-out privileges on my account for the entire time-span designated below and that I may only assign one proxy to my account per semester. I understand that I am responsible for any lost or damaged items listed on my account regardless of whether they were checked out by me or my proxy.

**REGARDING MOBIUS LOANS: Both faculty and proxy must initial.**  
MOBIUS loans should always be made under the name of the faculty member using his/her Banner ID number. If a proxy borrows a MOBIUS book under his/her own name, the proxy alone will be responsible for the material at all times, including any late or damaged fees that may occur.

Name and Banner ID #: \_\_\_\_\_

Department: \_\_\_\_\_

Name and Banner ID # of proxy: \_\_\_\_\_

Time period to grant privileges: \_\_\_\_\_

Signature of faculty member:

\_\_\_\_\_

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

Signature of proxy:

\_\_\_\_\_

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