



Proxy Borrowing

OIT Library circulation policy stipulates that, books and other materials in the Library collection may be checked out to students, faculty and staff (or designated proxy for faculty or staff) presenting a current, valid OIT or KCC identification card and to citizens of Oregon who are currently designated OIT Community Borrowers and are able to present picture identification (we do not issue library cards). High school students must be current OIT patrons and be able to present a high school student card, or other picture identification.

OIT Library strives to protect patrons' **confidentiality and privacy** according to American Library Association (ALA) Policy 52.4 Confidentiality of Library Records, according to Oregon Public Record Law ORS 192.501 to 192.505, and according to U.S. Federal law, Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

OIT Library provides **exemptions** to the policies mentioned in the above paragraph. For those OIT faculty and staff members who would like to take advantage the exemption, please fill out this form.

OIT Library Patron: _____

Department or affiliation: _____

Phone: _____ Email: _____

Name(s) of designated proxy: 1. _____
2. _____

Designated Proxy's (1) signature: _____ Date: _____

Designated Proxy's (2) signature: _____ Date: _____

In designating a person to act as your library proxy you are authorizing that person to check out materials and request interlibrary loans on your behalf. You (the primary patron) will be held responsible for the replacement costs, processing fees and any overdue fines that accrue for materials checked out in your name by your proxy. If your proxy leaves OIT or is no longer willing to function as your proxy, please notify the Library as soon as possible.

Dates of arrangement: Begins: _____ Ends: _____

Responsible Patron's Signature: _____ Date: _____

This form will be kept on file at the Library until the signatories request that the arrangement be cancelled or the agreement expires.

OIT Library Policy Regarding Patron Privacy and Confidentiality

OIT Library strives to protect patrons' **confidentiality and privacy** according to American Library Association (ALA) Policy 52.4 Confidentiality of Library Records, according to Oregon Public Record Law ORS 192.501 to 192.505, and according to U.S. Federal law, Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

The essence of this protection means that all patron-identifiable information is kept confidential. This includes all records, files, computers and electronic media that might contain information that links a patron to use of the Library's materials or services.

Only the Library Director or designated Privacy Officers (such as the Access Services Librarian) are authorized to disclose any patron-identifiable information as required by law.

The **only exception** to this policy occurs when an OIT faculty or staff member has pre-approved another individual to borrow items or use services (such as interlibrary loan) on their behalf. This process is called **Proxy Borrowing**. In order for an OIT professor or staff member to assign a proxy borrower the following conditions must be met:

- Faculty or staff member must fill out and sign the **Proxy Borrowing** form.
- The designated proxy must also sign the form.
- The form must be approved by either the Access Services Manager, or by the Access Services Librarian, or other designated Privacy Officer.
- Once approved, a note will be installed within the OIT faculty or staff member's patron record.
- Until the note appears in the record no Library staff person is allowed to check material out (or provide services, such as interlibrary loan) to anyone other than the patron whose record is being used.

Note: In order to borrow items from the OIT Library all patrons (including proxy borrowers) must be present in the Library's automated system and be able to present some kind of official picture identification. See these examples:

- OIT students, faculty and staff present OIT identification.
- Klamath Community College students present KCC identification.
- OIT Community Borrowers present an Oregon drivers license or Oregon Identification card (OIT Library does not issue library cards).
- High school students present a school identification card.

Library borrower applications are available for:

- Klamath Community College students.
- Oregon residents.
- Klamath County High School students.

See the Access Services Procedures Manual for instruction on how to add new patron records to the automated system.