For Faculty: Setting up a student proxy to assist with interlibrary loan requests

We would prefer that your graduate assistant doesn't order ILL materials for you under his/her own ILLiad account. In the past, graduate assistants have ordered materials for professors who kept the materials overdue, or lost them. The student's account was then frozen and the student was unable to register for classes.

To avoid this, we had asked faculty to give their own login information to graduate assistants when ordering ILL materials for them, but some faculty didn't feel comfortable doing this. We have come up with a better way to deal with the issue, we think.

You may now create a second account for the use of your grad assistant...using the your own name, followed by a dash, and the word "PROXY" (in capital letters).

For example: a new account in my name would say: "Katherine Moss-PROXY" in the NAME field of the ILLiad form.

In order for this to work you must now fill out a graduate assistant proxy form and submit it electronically to the Circulation Desk in the Library. That way, we know that you authorize the student to create and use this proxy account.

Any Questions? Ask Kate Moss, Access Services Librarian