

# Knowledge and Library Services Baker Library - Proxy Form

(Print on faculty letterhead. Return completed and signed form to  
Baker Library Services – Stamps Reading Room.)

\_\_\_\_\_  
Date

## To be Completed by Faculty

Please allow (print) \_\_\_\_\_, my

(circle one): Faculty Assistant / Research Associate,

to borrow books from Baker Library in my name

starting \_\_\_\_\_ and ending \_\_\_\_\_.

By signing this form, I understand I am assuming responsibility for all fines and fees resulting from overdue or lost books borrowed in my name.

\_\_\_\_\_  
HBS Faculty's Name (print)

\_\_\_\_\_  
HBS Faculty's HUID (first nine digits)

\_\_\_\_\_  
HBS Faculty's Signature

---

## To be Completed by Proxy

I agree that proxy privileges are to be used only for work assigned by the faculty listed above.

\_\_\_\_\_  
Proxy's Name (print)

\_\_\_\_\_  
Proxy's HUID

OR

\_\_\_\_\_  
Proxy's Signature

\_\_\_\_\_  
Baker Library Access Card Number  
(card should not have borrowing barcode)