

A **proxy account** will allow your assistant to act on your behalf while conducting business at University Library. We highly recommend that if your assistant is going to be checking out materials for you to have a proxy account setup for them. While University Library does not charge overdue fines for Faculty, this *would not apply* if your assistant checked out materials for you on their personal account. There are three ways to establish a proxy account for your assistant:

1. **Write a letter on departmental letterhead** stating that you want your assistant to have proxy rights on your account. The assistant must bring the letter to the Circulation Desk along with their University ID.

- OR -
2. You may come down to the Circulation Desk with the assistant and **personally request** that a proxy account be created for them. Please make sure you have your University Faculty ID and that the assistant has their University ID.

- OR -
3. You may **email John Cooper, Circulation Team Manager** (jpcooper@iupui.edu)(274-0471) or **Jason Lilly, Circulation Desk Manager** (jaalilly@iupui.edu)(274-0641) from your official IUPUI email account requesting that your assistant have proxy rights on your card. Please include their full name and University ID number. You will receive a response via email when the proxy card is available for pickup. The proxy must present their University ID when picking up the proxy card.

A Proxy may pick up your Request Delivery items for you. To make this process work smoothly, please LOGIN to IUCAT and enter the system as your proxy BEFORE searching and placing a request.

If you have placed an Interlibrary Loan request, a Proxy may pick up items you have requested, or you can establish a proxy account in ILLiad to allow your assistant to place requests on your behalf.

- If you have placed the requests and would like an assistant to retrieve your items from the library:
 1. Log in to [ILLiad](#).
 2. On the left side navigation area, scroll down and click the Change User Information link.
 3. Enter your proxy's full name in the Authorized Users Field
 4. Click the Submit information button.

Your proxy must present photo ID to pick up Interlibrary Loan items.

- If you would like to establish a proxy account to allow your assistant to place requests in ILLiad on your behalf, please complete the [ILLiad Proxy Account Request Form](#) and submit. The Interlibrary Services department will contact you with the information for your new account. For assistance or questions, please contact ulill@iupui.edu or 274-0500.