

## “Proxy Patron” Authorization for Teaching Assistants (TAs)

**Teaching Assistants who need to check out library materials for faculty may be designated as Buswell “Proxy Patrons.” To authorize this, complete this form and return it to the Circulation Desk at Buswell Library.**

- Faculty borrowing privileges regarding renewals, fines, and ILL fees apply to items checked out.
- The TA must NOT use the account to check out materials for personal use.
- Please do not request Proxy Patron accounts for TAs who won’t need them.

**To use the Proxy Patron privilege to check out materials for a faculty member, TAs should:**

- SHOW Circulation desk staff their OWN student ID at checkout.
- TELL Circulation staff they are a TA and want to check items out for a professor.
- TELL Circulation staff the name of the PROFESSOR.

**To request items which Buswell does not own through Interlibrary Loan, TAs can use both I-Share and ILLiad. The processes differ, and are described below and on the back:**

### I-SHARE

**To request items online through I-Share for a faculty member:**

- **If an I-Share library owns the desired item, use I-Share to request it. This is the preferred ILL method, since it’s usually quickest and easiest.**
- **The PROFESSOR should first establish an I-Share username and password for TAs to use in the catalog interface.**  
*(Contact the Buswell Information Desk librarian, x5169, if you need assistance in setting this up.)*
- **The TA should use the username and password linked to the professor’s library account when placing the request,** not their own I-Share account.
- When the TA picks up the received I-Share items, use the normal procedure (above) to check the item out for the faculty member.
- If the I-Share request is placed in the student’s name, items will only check out to the student, and the proxy link will not work.

**To renew I-Share items online for a faculty member, the TA should:**

- Access the professor’s I-Share account online, using the TA username and password the professor provides.
- Select items for renewal by clicking on the checkboxes.
- Click “Renew selected items.”
- Note the new due dates. IF the due date doesn’t change, the item is NOT renewed.
- If a non-renewed item is a Wheaton College item, e-mail [circulation.desk@wheaton.edu](mailto:circulation.desk@wheaton.edu) for assistance with renewal. If it’s an I-Share item, it must be returned.

(OVER)

*(Cut here – retain top portion for directions; submit bottom form to Buswell Library Circulation Desk.)*

### TEACHING ASSISTANT (TA) “PROXY PATRON” AUTHORIZATION FORM

Faculty member for whom materials will be obtained (please print) \_\_\_\_\_

Dept. \_\_\_\_\_ Date \_\_\_\_\_

List up to 4 Teaching Assistants to be authorized for the professor above:

TA’s NAME (please print)	TA’s ID no.	Enter expiration date of proxy patron privileges	TA signature here

**Faculty signature** \_\_\_\_\_

*For library staff use only:*

Voyager \_\_\_\_\_ ILLiad \_\_\_\_\_ Email \_\_\_\_\_

## **ILLIAD**

### **To request items online through ILLiad for a faculty member:**

- **If neither Wheaton nor any I-Share library have a desired item available, request it through ILLiad.**
- **To do so, the Circulation Supervisor will create a special TA account in ILLiad for the professor.**
- **The professor will provide the username and password for the ILLiad account to the TA.**
- **The TA should always use this special TA login when requesting items for the professor.**
- When the TA picks up the received ILLiad items, Circulation workers will check them out to the special TA ILLiad account.
- Both the TA and the professor will be able to access both their own personal ILLiad account, and the separate TA account, at any time from any computer. Simply use the appropriate login to access the desired account.
- In the future, when you click the “Request item through ILLiad” button in the library catalog, a login screen will appear, and you will just enter the appropriate ILLiad login to submit your request.
- There is a link to a “Frequently Asked Questions” (FAQ) page which will provide more details about ILLiad. You are strongly encouraged to read the FAQ page, as it will answer many practical questions you may have.
- ILLiad works best using a computer, with Internet Explorer or Firefox recommended as your browser. At this time, the ILLiad product may not be fully functional on mobile devices.

### **To renew ILLiad items requested through the ILLiad TA account online:**

- Access the TA ILLiad account online, using the ILLiad TA username and password.
- Click on “Checked Out Items” in the “View” menu at the left
- Click on the item you want to renew (click on the transaction number at the left of the title)
- Click the words “Renew Request” at the top of the screen
- When you click “Renew Request,” a tentative new due date will be displayed, and your request will be sent to the lending library. (The item may temporarily disappear from your “Checked Out items” list.) In a day or two the lending library will provide their renewal due date, which you’ll be able to see in your “Checked Out items” list.
- Renewals are granted at the discretion of the lending library. Some items may not be renewable.
- Items can usually be renewed once, and the renewal request can be placed from 5 days before, to 5 days after, the original due date. If the library does not grant the renewal, an email will be sent alerting you to return the item.

### **Printing or photocopying at Buswell for a professor:**

- The academic department office coordinator must contact Faye Neal in Purchasing to authorize the TA to incur printing/copying charges for the professor/department.
- Purchasing will set up TA printing and inform TA of procedure to use.

*Rev. May 2013*