

# Proxy Contract

**Media Services  
J. Cloyd Miller Library  
Western New Mexico University**

The Faculty/Staff listed below is responsible for the safety of the equipment and operability upon its return. The Faculty/Staff member accepts the conditions also listed below, and must sign before equipment is released to a proxy.

Please fill out the information below.

**NAME of Faculty Member:** \_\_\_\_\_

Department : \_\_\_\_\_ Phone: \_\_\_\_\_

**Proxy(s) Name :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

All Proxy's will be required to provide an ID upon picking up any equipment. Proxy will only be allowed to pick up equipment if they are listed and for the duration stated above.

Please read the following conditions, and sign below.

I accept full responsibility for repair or replacement of the equipment or materials checked in the event of damage, theft, or loss. I also agree to return or have the proxy return the equipment and/or materials by the time it is due. If these conditions are not met, I understand that my privilege to check out audiovisual materials will be revoked until satisfactory arrangements are made. I further understand that any cost for replacement may be charged to me. WNMU reserves the right to pursue legal action if necessary in order to recover costs on lost, stolen, or damaged equipment and materials.

**Faculty Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_