

**(This letter must be typed on Kansas State University Department letterhead)**

(Date)

Access Services  
Hale Library  
Kansas State University

To whom it may concern,

Please allow \_\_\_\_\_, WID# \_\_\_\_\_ to  
be my proxy patron and check out items from K-State Libraries until the following date:  
\_\_\_\_\_.

I agree to assume responsibility for materials checked out in my name by this person.

\_\_\_\_\_  
(your name)

\_\_\_\_\_  
(your WID #)

