



Research Assistant Borrower's Card Application

TO BE COMPLETED BY ACADEMIC STAFF MEMBER

This form is to be used when applying for a Library card authorising your Research Assistant to borrow from the University of Sydney Library on your behalf. If your Research Assistant wishes to borrow items for personal use, he/she should check with the Campus Card Centre to verify if he/she is eligible for his/her own borrower's card.

Legal Last Name _____ Legal First Name _____

Title _____ Staff ID _____ Phone extension _____

Departmental Address _____

Email Address _____

must be email address of ACADEMIC

*NOTE: If you choose to have your email address included on your borrower record, all Library notices, including recall, awaiting pickup, courtesy reminder and overdue notices will be sent to you by **email**. Therefore it is advisable that you undertake to read your email on a daily basis. It remains your responsibility to check your borrower record regularly to ensure that items are returned on time.*

I request 2nd party authorisation for:

Full name of Research Assistant _____

For the period ____ / ____ / ____ until ____ / ____ / ____

Should the Research Assistant's appointment cease before the specified date, I undertake to ensure that the Campus Card Centre is informed.

Signature _____ Date _____
Academic Staff Member

Signature _____ Date _____
Research Assistant

Please provide the following documentation to ensure your card application will be processed.

Passport-style photo (please attach) (Note: Not required if applying in person)

- Refer to photograph guidelines on the Campus Card Centre website http://sydney.edu.au/campus-cardse/applications/#photographic_guidelines
- Clearly print your full name and sign on the back of the photo

Proof of identity

The following documents are acceptable as proof of your identity:

- A valid passport
- A current driver's licence
- A NSW photo card

Privacy Statement

By completing this form you are supplying the University of Sydney with personal information about yourself. The University needs this information so that it can process your application for a card. However should you not supply the information, or supply only part of it, you should be aware that your application might not be processed. You have the right to request access to and/or correct any personal information concerning you held by the University.

Routine corrections, changes and enquiries should be directed to:
Campus Cards, telephone: 9351 2423, email: university.cards@sydney.edu.au