



Research Assistant Borrower's Card Application

Please print CLEARLY

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 _____ 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

TURN TO PAGE 2 FOR PHOTOGRAPH GUIDELINES

**ATTACH NAMED &
SIGNED PHOTO OF
RESEARCH
ASSISTANT
HERE**

**NOT NECESSARY TO
ATTACH IF
APPLYING IN
PERSON**

PHOTOGRAPH GUIDELINES

- Photos must not be more than six months old
- 35-40mm wide and 45-50mm high
- Good quality colour on high quality paper, with no ink or marks on image
- Plain, light-colour background (eg cream, pale blue or white)
- Appropriate brightness and contrast and show your skin tones naturally
- Uniform lighting (no shadows across or behind the face), sharp focus and clear.

The photograph must

- Show head and top of shoulders close up, so that the face measures between 32mm and 36mm from the bottom of the chin to the crown (ie top of head without hair)
- Show your shoulders square on (not looking over shoulder)
- Show you looking straight at the camera (not tilted head)
- Be taken with a neutral expression and your mouth closed (not laughing or frowning)
- Show your eyes open and clearly visible (no hair in eyes).

Head coverings

- The photograph must show you without any hat or other head covering. However, if you wear a head covering for religious reasons a photograph will be accepted with you wearing this but your facial features from the bottom of chin to top of forehead and both edges of your face must be clearly shown.

A sample of photograph guidelines



CORRECT PHOTOGRAPH



Eyes closed



Photograph too dark



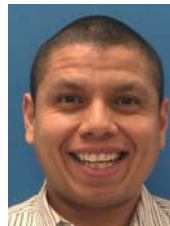
Glasses on head



Looking away from camera



Wearing a hat



Smiling too broadly



Head tilted to the side

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 Card Centre, telephone: 9351 2423, email: university.cards@sydney.edu.au