



# Library Borrowers Card Application

Please print CLEARLY

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_

Second Name(s) \_\_\_\_\_ Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_ Phone (mobile) \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

All Library notices are sent by **email** only. Therefore it is advisable that you read your **email** on a regular basis. It remains your responsibility to check your Library record regularly to ensure that items are returned on time.

## BASIS OF APPLICATION

Alumni of the University of Sydney  SID: \_\_\_\_\_

Community Borrower  3 months  6 months  12 months

SchoolsLink  6 months  12 months

Name of School \_\_\_\_\_

Year 11  Year 12

Other (please specify)  \_\_\_\_\_

University Libraries Australia New Zealand (ULANZ) Scheme

University \_\_\_\_\_

University I.D Number \_\_\_\_\_

Staff  Student

I agree to abide by the rules and regulations of the University of Sydney Library.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## DECLARATION

Declaration (to be completed if you are unable to apply in person)

The following declaration must be completed by a Justice of the Peace, Notary Public or Library staff member.

Statement of Justice of the Peace, Notary Public or Library Staff member:

I certify that this photo is a true representation of the above-named person.

Signature of JP, Notary Public or Library staff member \_\_\_\_\_

Name of JP, Notary Public or Library staff member \_\_\_\_\_

Address of JP, Notary Public or Library staff member \_\_\_\_\_

Date \_\_\_\_\_

TURN TO PAGE 2 FOR PHOTOGRAPH GUIDELINES

**PARENT/GUARDIAN (for SchoolsLink and Community applicants under the age of 18)**

I understand that my son / daughter / ward (*print name*) \_\_\_\_\_  
is applying for membership of the University of Sydney Library, that a fee will be charged and that compliance with the rules of the Library is a condition of membership.

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

- Please include a copy of your photo identification, such as your driver's licence or passport (which has been certified by JP or Notary Public) and any other documentation required for your category of card.
- Attach a passport sized photo here (NOTE: Not required if applying in person).  
**PRINT YOUR NAME AND SIGN ON THE BACK**

**ATTACH NAMED &  
SIGNED PHOTO  
HERE**

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

**Photograph guidelines**

- Photos must not be more than six months old
- Passport style, good quality with marks on image
- Plain background
- Appropriate brightness and contrast and show your skin tones naturally
- Sharp clear focus

**The photograph must**

- Show complete head and neck
- Show you looking straight at the camera (no tilted head)
- Be taken with a natural expression (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. If you wear a head covering for religious reasons a photograph will be accepted but your facial features must be clearly shown.



✓ **YES**  
Correct photograph



✗ **NO**  
Busy background or other people in shot



✗ **NO**  
Sunglasses, unnatural expression, or hands in shot



✗ **NO**  
Glasses or hats on head

**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](mailto:university.cards@sydney.edu.au)