



# HONORARY STAFF & UNIVERSITY TITLE HOLDERS

Please print CLEARLY

Surname: ..... Title: .....

Given names: .....

Departmental address: .....

Phone: ..... Mobile: .....

Date of birth: .....

Email address: .....

Please attach a passport-sized photo here  
Please print your name & sign on the back  
(Not necessary if applying in person)

From the list below, please tick the box to confirm your category of appointment. Please include the expiry date of your honorary appointment (*maximum period: one year; renewable*).

- Adjunct Academic** Appointment Expires on: ..... / ..... / .....
- Clinical Academic** Appointment Expires on: ..... / ..... / .....
- Conjoint Academic** Appointment Expires on: ..... / ..... / .....
- Visiting Academic** Appointment Expires on: ..... / ..... / .....
- Honorary Academic** Appointment Expires on: ..... / ..... / .....
- Externally Funded Research Fellow** Appointment Expires on: ..... / ..... / .....
- Research Associate** Appointment Expires on: ..... / ..... / .....
- Administrative/Support Staff** Appointment Expires on: ..... / ..... / .....

I certify that the above details are correct and I agree to use the electronic services of the University of Sydney Library to support my University teaching and research activities and not for commercial or recreational purposes. I agree to abide by the *Information and Communication Technology Resources (ICT) Resources Policy* and the *Library Rules*.

Signature: ..... Date: .....

## To be completed by Dean, Head of School or Department who must be a University of Sydney Staff Member

I certify that the details of appointment in this application are correct.

Signature: ..... Name: .....

Position: .....

Contact Number: ..... Date: .....

### \*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 the University Card Centre, telephone: 9351 2423, email: [university.cards@usyd.edu.au](mailto:university.cards@usyd.edu.au)

## Honorary Staff & University Title Holders

### Your card will provide:

- identification on University campuses
- access, if required, to secure areas
- borrowing privileges, see: <http://www.library.usyd.edu.au/borrowing>;
- document delivery, interlibrary loans and inter-campus requests, see: <http://www.library.usyd.edu.au/borrowing/docdel/> ;
- access to the University of Sydney Library's electronic resources, see: <http://www.library.usyd.edu.au/databases/wam.html>

Your card will remain valid until the date indicated by the Dean or Head of School or Department on your Application form (maximum one year). **Your card can be renewed** for a further year upon submission of a new completed Honorary Staff & University Title Holders Card Application. This form can be submitted by fax, email or in person.

### How to apply:

- Complete the Honorary Staff & University Title Holders Card Application and have it signed by the Dean, Head of School or Department.
- Submit the form:
  - in person to the University Card Centre, Level 2, Fisher Library, University of Sydney between the hours of 9.00am to 5.45pm, Monday to Friday and 1.00pm to 4.45pm, Saturdays (during Semester only). Bring photo identification such as your driver's licence or passport. Your card will be made while you wait.
  - or*
  - email a scanned copy of the completed and signed form, a scanned copy of photo identification such as your driver's licence or passport, and a passport-sized photo in jpeg format to [university.cards@usyd.edu.au](mailto:university.cards@usyd.edu.au) Please allow one week for your card to be processed and sent to you.
  - or*
  - post the completed and signed form, a photocopy of your driver's licence or passport and a passport-sized photo of yourself to:

The University Card Centre  
Level 2, Fisher Library F03  
University of Sydney  
NSW 2006

Please allow one week for your card to be processed and sent to you.

### Enquiries:

Enquiries can be directed to the University Card Centre by telephone: 02 9351 2423, fax: 02 9351 7278 or email: [university.cards@usyd.edu.au](mailto:university.cards@usyd.edu.au)