



# 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 or she should check with the Library to verify if he/she is eligible for his/her own borrower's card.

**Surname:** ..... **Given names:** ..... **Title:** .....

**Departmental Address:** .....

**Phone Extension:** .....

**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, and 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 on a regular basis to ensure that items are returned on time.

**I request 2<sup>nd</sup> 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 Library is informed.

**Signed:** .....

**Date:** ..... / ..... / .....

**Research Assistant's Signature:** .....

**Date:** ..... / ..... / .....

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

### 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)