

# Application for external membership of the Library (Alumni & Associated Students)

**Privacy statement.** This information is used to create a borrower record for the Library and facilitate contact with the borrower. The information is not used for other purposes or transmitted to other parties not involved in this service. The form may be archived by the Library and may be subject to external audit.

(PLEASE PRINT CLEARLY)

Family name

Other names

Title  Date of birth  /  /   
(day) (month) (year)

Term / Postal address \_\_\_\_\_ Postcode \_\_\_\_\_

Home address \_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_

Mobile phone number \_\_\_\_\_

Email (print email address clearly) \_\_\_\_\_

**(Please read this statement and sign below)**

In making this application for permission to borrow from the University of Canberra Library and use University of Canberra Library facilities, I agree to observe the provisions of the University of Canberra Library Statute and the University of Canberra Library Rules.

**I will inform the Library of any change of address.**

(Signed) \_\_\_\_\_

(Date) \_\_\_\_\_

You will need to select a borrower category that is appropriate for your membership from the list over the page. 

Library staff to complete

ID (driver's licence) checked  Proof of enrolment or employment checked  Expiry date / /


New Borrower number: \_\_\_\_\_

Record created by: (please print your name) \_\_\_\_\_ Date: / /

Record checked by: (please print your name) \_\_\_\_\_ Date: / /

For further information about the University of Canberra Library rules and sanctions:  
Library Rules 1993 Library guide to sanctions

<http://www.canberra.edu.au/secretariat/legislation/rules/22.html>

<http://www.canberra.edu.au/library/services/borrowing/sanctions> 

Please select only one category listed below

		<i>For library use</i>
<input type="checkbox"/> I am an associated student (e.g. ELICOS - short courses)  <b>Student Number:</b>  (You will need to provide a letter as proof of enrolment, photo ID and proof of your current address)  <b>[Staff: This form is only to be completed when student does NOT already have an ID card and/or can NOT be located on the library system.]</b>		<b>{Patron Type :Student}</b> <b>{Patron Code :1}</b>  Expiry date: on student card / letter.  Use student number to register.  If required create a UC Library card – kept at the ILDesk. Ensure details completed and signed by patron. Assign new barcode number on card and ensure number is recorded on the membership form. Laminate card before giving to patron
<input type="checkbox"/> I am a University of Canberra Alumni member  <b>Alumni Number:</b>  (You will need to provide your Alumni card , a current photo ID and proof of your current address)		<b>{Patron Type: External}</b> <b>{ Patron Code :2}</b>  Expiry date: 31/12/yy (10 years from this year).  Use Alumni card and number to register. Create barcode with Alumni number (refer to printing barcodes at the ILDesk procedure). Place barcode on Alumni Card