



Open Academy Conservatorium Library Card Application

Please print CLEARLY and RETURN this form to the Open Academy

Legal Last Name _____ Legal First Name _____

Second Name(s) _____ Title _____

Date of Birth _____ Phone (H) _____

Phone (W) _____ Phone (Mob) _____

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 (valid for the Conservatorium Library only):

Rising Stars (**Note: application to be authorised by parent/guardian – please see below**)

Short Courses

Staff

I agree to observe the University of Sydney Library's rules and regulations. I agree to return materials borrowed by the due date and to pay any charges for lost, damaged or late material. I will notify the Campus Card Centre of any change of address. I understand that I am the sole authorised user of this card.

Signature _____ Date _____

PARENT/GUARDIAN

I understand that my son / daughter / ward (print name) _____ is applying for membership of the University of Sydney Conservatorium Library as a student in the Open Academy Program and that compliance with the rules of the University of Sydney Library is a condition of membership.

Signature _____ Name _____

Address _____

_____ Date _____

NB: Please allow two weeks from date of submission for your application to be processed.

Authorised by the Open Academy

Yes No Signature _____

TURN TO PAGE 2 FOR PHOTOGRAPH GUIDELINES

Attach a passport-sized photo here. PRINT YOUR NAME AND SIGN ON THE BACK.

ATTACH NAMED &
SIGNED PHOTO
HERE

Photograph guidelines

- Photos must not be more than six months old
- Passport style, good quality with no 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 Card Centre, telephone: 9351 2423, email: university.cards@sydney.edu.au