



# UC Schools ID Card Request - Students

The University of Canberra is pleased to extend full access to the resources of the University Library for the students and staff of the UC Schools Collaborative Partnership. A UC Schools ID Card will be provided to students to enable access. This form is part of the card process and will need to be completed by students (if over 18 years) or by parents of students where the students are under 18 years. Once completed, this form should be submitted to your school's administration office.

Please note: This form is not an application for admission to the UC. The Library access card is not an age or identity card and cannot be used as such - it is strictly for access to UC Library resources.

The Terms and Conditions listed below (and at <http://www.canberra.edu.au/library/services/borrowing>) need to be agreed to before this form can be processed. The cards will be delivered to the school after processing for distribution.

## Applicant Details

Surname

Given Name/s

Date of Birth

School Name

Mailing Address

Suburb

Postcode

State

Contact number

Email address

If you are under the age of 18, your parent/guardian must also complete the section below and sign the Declaration.

## Parent/Guardian Details

Title

Surname

Given Name/s

Contact Number

Relationship to applicant

### DECLARATION - Applicant (and Guardian if student is under 18 years of age) to complete.

I/We have read, understood and agree to the Terms and Conditions outlined on this form and at <http://www.canberra.edu.au/library/services/borrowing>. I/We agree that I/we will be liable for any fees or damages incurred as per the Library's policy. I/We agree to notify the University of Canberra if our contact details change.

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

Parental/Guardian *only*: I endorse this application from my son/daughter/dependant. I agree to give my son/daughter/dependant permission to become a member of the UC Library under the UC Schools Collaborative Partnership. I am aware that access to the Internet **when on UC campus** allows access to an unfiltered Internet environment.

Student Signature and Date

Parent/Guardian Signature and Date

## Terms and Conditions

- Your access card remains the property of the University of Canberra.
- Your Library access is valid for the duration of your studies/employment at a UC School. If you enrol as a UC student you will be issued with a new card but may retain your ID number.
- You must have your Library access card to borrow items and access the Library's digital resource collection.
- You may borrow a maximum of 50 items.
- You may borrow a maximum of 10 x 7 day loan items and 2 x 3 hour loan items at one time from the Short Loan Collection.

## Charges and Fees

- **No** joining fee will be applied to this request.
- Charges may accrue on overdue items.
- You will be charged replacement costs on any items that you borrow which are lost, stolen or damaged.
- There is an administrative and delivery fee on all Interlibrary Loans/Document Delivery requests you make.
- There is a charge for photocopying and printing.

Personal information collected by the University is subject to the Commonwealth *Privacy Act 1988*

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