



# 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**)

Community Open Program

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

NOT NECESSARY TO  
ATTACH IF  
APPLYING IN  
PERSON

#### Photograph guidelines

- Photos must not be more than six months old
- 35-40mm wide and 45-50mm high
- Good quality colour on high quality paper, with no ink or marks on image
- Plain, light-colour background (eg cream, pale blue or white)
- Appropriate brightness and contrast and show your skin tones naturally
- Uniform lighting (no shadows across or behind the face), sharp focus and clear.

#### The photograph must

- Show head and top of shoulders close up, so that the face measures between 32mm and 36mm from the bottom of the chin to the crown (ie top of head without hair)
- Show your shoulders square on (not looking over shoulder)
- Show you looking straight at the camera (not tilted head)
- Be taken with a neutral expression and your mouth closed (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. However, if you wear a head covering for religious reasons a photograph will be accepted with you wearing this but your facial features from the bottom of chin to top of forehead and both edges of your face must be clearly shown.

#### A sample of photograph guidelines



CORRECT PHOTOGRAPH



Eyes closed



Photograph too dark



Glasses on head



Looking away from camera



Wearing a hat



Smiling too broadly



Head tilted to the side

#### 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](mailto:university.cards@sydney.edu.au)