



Borrower Registration Swinburne Library

Borrower Details (please use block letters)

Family Name _____

Given Names _____

Home Address _____

Postcode _____ Contact phone no. _____ ID No. _____

Password Note: your password must be at least 8 characters, and must include at least one uppercase letter, one lower case letter and one numeric digit

Email address _____ Mobile phone no. _____

STAFF ONLY

Department/Management Unit details (staff)

Duration of library rights

From _____ To _____

School/Department/Unit name _____

Contact person _____ Ext. _____

Mail no. _____ Fax no./Email _____

Department/School Authorisation

The School/Dept. agrees to indemnify the library against any loss of or damage to library materials by the staff member.

Name (please print) _____

Signature _____ Ext. _____

STUDENT ONLY

School/Department details (student)

This section of the form applies to completing/prospective students not currently enrolled in a study unit via Student One and must be signed by the Supervising Teacher/Head of School/Dept.

Duration of library rights

From _____ To _____

School/Department name _____

Supervising teacher _____

For Masters/PhD: Inter-library loans/document delivery authorised. Costs to be paid from School/Dept. materials budget allocation **Yes/No**

School Authorisation

The School/Dept. agrees to indemnify the library against any loss of or damage to library materials by the student.

Name (please print) _____

Signature _____ Ext. _____

Return this form to the Service Desk at your campus library☐ Borrower card to be collected☐ Borrower card to be mailed☐ Alma checked**Library use only:****IMPORTANT**

Please make sure one of the boxes are ticked or an accurate description of the borrower status added to the form.

<u>Staff (Non Concept)</u>	<u>Students (Non Student One)</u>	
Casual / Temporary	Short course	
Honorary		
Swinburne Council	New enrolment	
Retired staff		
Volunteer tutors	Deferred fee	
Access Dept.		
On campus (affiliated) groups	Completing	
Bookshop		
Student Union	Work experience	
Security		
Sports Centre		
Visitors	Community	
Academic (incl. SOL)	Swinburne Secondary College (students)	
Education Learning Advisor (SOL)		
Researcher		
Consultant		
Community		
Swinburne Secondary College (staff)		
U3A tutors		
Hawthorn Education Centre		
Creche		

PATRON BARCODE

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PATRON

Male ☐Female ☐

USER GROUP

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STATISTICAL CODE

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REGISTRATION DATE

		/			/		
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RENEWAL DATE

		/			/		
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EXPIRY DATE

		/			/		
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Entered on system by: _____ Date:/...../.....

ITEMS BORROWED

BARCODE NO.	TITLE	NO. OF ITEMS.	DUE DATE

