

ADFA Personnel Registration

This form is to be completed by ADFA Personnel members supported to access the resources, spaces, and/or 24/7 Service of the Academy Library, UNSW Canberra.

*Note that to complete a library registration process, a zID is required if the member does not already have one. To obtain a zID, an OSA02 form must also be completed and processed before the library registration can be finalised*.

zID [if known]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 24/7 access? [Y/N]: \_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential / Local Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

*\* Preferably this should be a @defence.gov.au email address.*

As an Academy Library borrower, you must abide by the Conditions of Use and understand your responsibilities when using your library card and the Library’s services, resources, equipment, and spaces.

**General Conditions of Use:**

* + Always present your library card when borrowing. The card is not transferable.
	+ You agree to accept responsibility for all items issued on your card and agree to return all items by the due dates noting that the due date **will** change if the item is recalled.
	+ If your card is lost or stolen, notify the staff at the Academy Library immediately via email: library@adfa.edu.au or telephone: 0434 369 043, noting that you are responsible for items borrowed with the card until the Library is notified.

**Your responsibilities are to:**

* + Return items (including recalled items) by the correct due date. If items are overdue, you will be unable to borrow until the overdue items are returned and you may be fined.
	+ Pay any accrued fines and penalties. *You will be blocked from borrowing once your Library fines reach $20.*
	+ Note that access to online resources is to be used for ADFA-related support tasks, professional work and research. Licence arrangements of the various electronic items generally restrict the sharing of information resources outside of the UNSW-ADFA environment.

# I agree to the General Conditions of Use of the Academy Library, UNSW Canberra.

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Library to complete this section on application:

Library staff name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OSA02 form completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof of identity - sighted

 Photo ID\*  Proof of Address (e.g. Driver’s Licence, Utilities bill, etc.)

*\* Preferably Defence ID*

# ITCS Staff to complete:

# ADFA ID card to be issued by ICTS once a zID has been issued and an Alma record is present.

ICTS Staff name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardax activation:  IT or  Library