

Campus Card/ Library Card Application Form

Section A

To obtain a new Campus Card, you should:

- Print out and complete this application
- **Have it signed by a Library staff member** at Borrowing Enquires on Level 2 of the Library
- To replace a lost card, present this signed form to the University Cashier in the Lincoln Building together with \$10
- Present this form and the cashier's receipt to the **Student IT Service Desk, Student Central in Building C5C Room 244** to obtain the replacement card

Staff/Student Number: _____

Surname/Last name: _____

Other names: _____

Reason for new card (tick one):

- Faulty of damaged (present old card - no charge)
- Change of name (present old card - no charge)
- Lost (please give date and place of loss)

If card is lost please enquire at Borrowing Enquires on Level 2 of the Library **before** paying for a new card. **No refunds can be given once a new card has been produced.**

Signature of staff/student: _____ Date: _____

LIBRARY USE ONLY

- Check for lost card and place block on Voyager
- Staff member **must sign here:** _____
- Receipt number: _____
- New Card Issued on: _____

Section B - Receipt (To be retained by applicant) MACQUARIE UNIVERSITY - NEW IDENTITY/CAMPUS CARD

- Name: Mr/Miss/Ms/Mrs/Dr: _____
- Staff/Student number: _____
- Amount: \$_____

Section C (To be retained by Cashier) MACQUARIE UNIVERSITY - NEW IDENTITY/CAMPUS CARD

- Name: Mr/Miss/Ms/Mrs/Dr: _____
- Staff/Student number: _____