FORM	APPLICATION FOR A UNIVERSITY CARD	UNIVERSITY OF OXFORD
S	**University/Departmental/College Staff** **and** **Academic Visitors**	

If a photocopy of this form is used it must be copied on to one double-sided A4 sheet. If you have recently submitted a form via another institution* there should be no need for a further application.

(THIS FORM SHOULD <u>NOT</u> BE USED FOR LOST, STOLEN OR DAMAGED CARDS)

Please use **black** ink or **black** ballpoint to complete this form.

1. Staple one passport sized photograph, overleaf, with your surname and initials written on the back of the photograph.
2. Complete all the details on the reverse of this form including those of your most recent Bodleian reader's card or University card, if any.
3. Return the completed form to the Secretary/Administrator of your institution.*

If you already have a Bodleian Reader's Card, the University Card will replace this and can be used to obtain admission to the Bodleian and its associated libraries, and other libraries where you have already registered. (You will be asked to surrender any Bodleian Reader's Card(s) or previous University Card(s) when the card is handed to you.)

"**Current Status**" see overleaf

(A)-(C) If you are not already a Bodleian reader, this card will give you access to the Bodleian Library.

(D) We will issue you a card which does *not* give access to the Bodleian Library. If you want access please take the card to the Bodleian Library Admissions office and ask for advice.

You should note that readers may not borrow books from the central Bodleian, though some of its associated libraries have loan collections available to some readers.

Some other institutions in the University may accept the card, if you fulfil their requirements, for example, at the Computing Services **(status (D) not accepted)**, the Language Centre and certain libraries.

The card or further instructions will reach you through your Institution.*

To be completed by the Administrator of the College
I certify that all the details of this applicant's status are correct.

Dept Code for applicant: ☐☐ (e.g. K9)

Signature:.. **Date**:................................

INSTITUTION STAMP

Administrator's name (*please print*) ....

All cards are returned to department/college administrators.

Please add the institution's address **in full** here:

....

....

To be completed by the Administrator of the Department/Faculty
I certify that all the details of this applicant's status are correct.

Signature:... **Date**:................................

INSTITUTION STAMP

Administrator's name (*please print*) ....

All cards are returned to department/college administrators.

Please add the institution's address **in full** here:

....

....

March 2018

*The use of the term institution throughout this form refers to any Oxford University department, faculty, or college

I wish to apply for a University Card. I understand that the personal information I provide below may be used to determine access to a range of University and College resources (e.g. premises libraries, computing services). I understand that the information I provide (including the photograph) will be collected and used in accordance with the University's staff privacy notice and the General Data Protection Regulation (GDPR). I undertake to obey the rules of any institution or facility to which I gain access by use of the card I receive.

Bodleian Declaration: I hereby undertake not to remove from the Library, or to mark, deface, or injure in any way, any volume, document, or other object belonging to it or in its custody; not to bring into the Library or kindle therein any fire or flame, and not to smoke in the Library; and I promise to obey all rules of the Library.

SIGNATURE: Please sign inside the box in black ink

Name and status within Oxford University: (*Please **print** all entries and use black ink*)

Family name: ....

Given names: ....

Middle names: ....
ALL NAMES IN FULL
(Underline the name by which you are normally called if it is not the first you have entered. Nicknames are not acceptable)

Title: *(if required on the card)* ....

Date of birth [ ] [ ] [ ] [ ] [ ] [ ] [ ] (e.g. 23-Jan-XX)
                    dd   **mmm**   **yy**

Institution: ....
(Give the name of the Oxford institution* to which you are (or will be) attached.)

Current status: *Tick whichever one of the following describes your connection with this Institution*

(A)   **University employee** (salary paid through the University Payroll)   [ ]

(B)   **Otherwise employed in the institution*** (e.g. college / employees of other organisations (eg. NHS, MRC, Temping Agencies, Outside Contractors, etc.) who require access to University premises and facilities) [ ]

(C)   **Academic visitor (officially invited senior visitor)** – 1 year's duration or less [ ]

(D)   **Other association with institution*** (NO email; library access only to existing Bodleian readers) [ ]

You must give details of your post (A)-(B) or home institution (C)-(D):..

....

Your status in Oxford (A)-(D) <u>starts</u> on AND continues until what <u>end</u> date? [ ] [ ] [ ] [ ] [ ] [ ] [ ] (e.g. 23-Jan-XX)
                                        until   until

Permanent Post: tick box [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] (e.g 23-Dec-XX)

Bodleian Readership

Tick box if your work will require access to manuscripts, early printed (pre 1801) books or other rare materials [ ]

Previous University or Bodleian Cards, if any
If you have ever received an Oxford University or Bodleian Reader's card, please give details of the most recent:

Bodleian Reader's Number or group code...
(readers number pattern 98Y3543 or Group Code Group Y)

Barcode Number (the number which appears above/below the barcode): ....

If you have held a card but are unable to supply the details please tick: [ ]

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*The use of the term institution throughout this form refers to any Oxford University department, faculty, or college.

1. Your photo is used as a means of identification throughout the University. It is printed on your University Card and also stored digitally in record systems used by the University and colleges.