**STUDENT LIBRARY NOTICES VIA EMAIL**

**REGISTRATION FORM**

**PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Family Name: __________________________________________</th>
<th>First Name: __________________________________________</th>
</tr>
</thead>
</table>

TAFEcard: 255550 ____________________________ Student Number ____________________________

**Declaration**

- I agree to receive information and notices from any TAFE NSW library via email, but understand that libraries may send some notices by post.
- I agree to be available by email and will notify the library immediately if my TAFE NSW email address changes.

Signature: __________________________________________ Date: _________________________

To be able to sign this form you must be over 18 years of age. If you are not 18 years of age, the consent of a parent or guardian is required.

The information provided on this form is being obtained for the purpose of recording the correct TAFE email address in our record on the TAFE NSW library management system. It will be used by TAFE NSW to send library notices to you via your TAFE email account. Provision of this information is voluntary. It will be stored securely. If you do not provide all or any of this information, then library notices will continue to be sent to you by post. You may correct the personal information provided on this form at any time by contacting your local TAFE NSW library.

**OFFICE USE ONLY - OLIS User record update**

<table>
<thead>
<tr>
<th>User Cat 5 Field</th>
<th>Email field</th>
<th>EMAIL_NOTE field (eg NBC DD/MM/YYYY)</th>
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</table>

**Congratulations, you’re making the switch to email notices!**

**Once registered, you’ll get reminder notices when your item/s are nearly due!**

Library notices such as reminders, overdues and reserves will be emailed to your TAFE NSW email address. If your TAFE NSW email address changes you must contact a TAFE NSW Library as soon as possible. If you no longer wish to receive your library notices via email, you may opt-out at any time by contacting a TAFE NSW Library.

**Please note**

It is a requirement of this service that we use your TAFE email address.

**It is strongly recommended that you redirect your TAFE emails to your personal email account**

To redirect your TAFE emails to your personal email follow the instructions found at: tinyurl.com/nsemailforwarding

By following these instructions all TAFE related emails and library notices will be redirected to your nominated personal email.

**To renew items online, you will need a pin. Please ask Library staff on your next visit**