

## Registration form for the University Libraries' (annual card)

Use this registration form:

- if you are **over the age of 18** and you want to access the libraries and book services, even if you are not a Ca' Foscari University of Venice member (student, teacher, researcher, technical-administrative staff, etc...)
- if you want to **renew your registration** to the University Library System.

Membership is **free** and is **valid for one year**.

After have filled all the fields, send **the form with a copy of an identity card** by email to **one of the following libraries** (choose the library you plan to go to most often; the registration and the card are valid in all Ca' Foscari libraries):

| Library                                | Website   | Email  |
|--|---|--|
| Languages and Cultures Library (BALI)  | <a href="https://www.unive.it/pag/40451">https://www.unive.it/pag/40451</a> | <a href="mailto:cfz-books@unive.it">cfz-books@unive.it</a> |
| Science and Technology Library (BAS)   | <a href="https://www.unive.it/pag/40450">https://www.unive.it/pag/40450</a> | <a href="mailto:bibliobas@unive.it">bibliobas@unive.it</a> |
| Arts and Humanities Library (BAUM)     | <a href="https://www.unive.it/pag/40449">https://www.unive.it/pag/40449</a> | <a href="mailto:baum@unive.it">baum@unive.it</a>           |
| Economics and Management Library (BEC) | <a href="https://www.unive.it/pag/40448">https://www.unive.it/pag/40448</a> | <a href="mailto:bec@unive.it">bec@unive.it</a>             |

You can also submit the form directly to the library.

Within two working days (excluding Saturdays) you will receive a message with instructions to create the account and have the credentials to book the services. You will also receive an email with instructions for collecting the card.

To access the library you have to book through [Easyplanning](https://orari.unive.it/portalePlanning/unive-biblio) (<https://orari.unive.it/portalePlanning/unive-biblio>).

Check library websites or ask the library for more details.

For more information, see also the guide: [Non university members - How to setup your account](https://bit.ly/461IDWj) (<https://bit.ly/461IDWj>).

## Registration form for the University Libraries' (annual card)

|   |                    |
|---|--------------------|
| Name _____                                  | _____              |
| (First name)                                | (Last name)        |
| Date of birth _____                         |                    |
| Place of birth _____                        | Province _____     |
| Fiscal Code _____                           |                    |
| Address _____                               | House number _____ |
| (street/square/...)                         |                    |
| City/Town _____                             | Province _____     |
| Country _____                               | Zip code _____     |
| Email _____                                 | Phone number _____ |
| ID Document _____                           | Number _____       |
| (ID card, driving licence, passport, other) |                    |
| Expiry date _____                           |                    |

**I, the undersigned, wish to apply for the University Library System's annual card to access the libraries' facilities in accordance with the SBA Service Charter. I declare to be:**

- a student enrolled in another University  
 Aware of the sanctions in the event of false declarations, of preparing or making use of false documents referred to in art. 76 of D.P.R.28.12.2000, n. 445, I declare that I am enrolled at \_\_\_\_\_ (name of University), degree programme/Phd/master \_\_\_\_\_, academic year \_\_\_\_\_ / \_\_\_\_\_, at \_\_\_\_\_ (year of course of study).
- other (please specify) \_\_\_\_\_
- I declare that I have read the [SBA Service Charter](#) and I accept the conditions stated in it.
  - I declare that I have read the privacy policy below:  
*The University would like to inform you, in accordance with art. 13 of the EU Regulation 2016/679, that the personal data collected in this form will be processed only to allow you to become a member of the University Library System and to provide you with the libraries' annual card. For further information on the processing of your personal data and, in particular, your rights as a data subject, please read the full privacy policy available [here](#) and/or contact the University's Data Protection Officer at [dpo@unive.it](mailto:dpo@unive.it).*

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

*(For office use only)*

|   |   |
|---|---|
| <input type="checkbox"/> <b>Rinnovo tessera n.</b>        |   |
| <input type="checkbox"/> <b>Tessera definitiva numero</b> | consegnata in data: _____   |
| Nome di chi riceve la domanda (in stampatello)            | È stato effettuato: <ul style="list-style-type: none"> <li><input type="checkbox"/> caricamento nel gestionale</li> <li><input type="checkbox"/> invio password</li> <li><input type="checkbox"/> caricamento in Sebina</li> <li><input type="checkbox"/> stampa tessera</li> </ul> |
| Nome di chi inserisce la domanda (in stampatello)         |   |
| Annotazioni:  |   |