USFSP NELSON POYNTER MEMORIAL LIBRARY	**NPML GUIDELINE-005**

Subject: Issuance of USF Identification Card Guidelines for the University of South Florida St. Petersburg
Functional Area: *Instructional Media Services and Distance Learning*
Date of Origin: *2014-03-03* **Date Last Reviewed:** *2014-03-17*

I. INTRODUCTION (Purpose and Intent)

The USFCard is used for identification, verification of University of South Florida System (USF System) status, use of USF System services such as library services, door access, gym access, pool access, purchase of parking decals, obtaining passes for USF System sporting and theatrical events, and other related events and services. The Instructional Media Services and Distance Learning department of the Nelson Poynter Memorial Library has been designated as the agency at the University of South Florida St. Petersburg (USFSP) responsible for issuing USFCards.

II. STATEMENT OF POLICY

It is the policy of the University of South Florida System that all Students, Faculty, Administrative and Professional (A&P), University Support Personnel System (USPS) and OPS personnel must obtain and carry the USFCard while on campus. Retired USF employees are entitled to a retiree card.

The USFCard is a multi-functional card with digitized photo and electronic identification and validation for departments needing to verify student and/or employee status. The USFCard was designed as a platform for a multitude of services and functions. The cost for an original card is $10.00 and replacement/re-make cards are $15.00.

The University of South Florida St. Petersburg follows USF System Policy in the use, associated charges, and requirements for issuing USFCards.

III. PROCEDURES FOR OBTAINING A USFCard

- USFCards may be obtained during posted hours at the Instructional Media Services and Distance Learning office located on the second floor of the Nelson Poynter Library.
- Legal identification (passport, driver's license, or State/Government Photo Identification card) must be presented to obtain an ID.
- Student IDs require proof of current semester enrollment.
- Faculty and staff IDs require a copy of their letter of employment.
- Payment may only be made in the office with Visa/MasterCard (debit or credit)

USF System Policy : http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf

Authorized by:

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