

Library ID

Policy Statement

This policy introduce the procedures of issuing and replacing a library ID, the rules and regulations of use.

Reason for Policy/Purpose

The purpose is to provide a coherent and updated document of all the necessary procedures, rules and regulations to issue and to replace a library ID.

Who Approved This Policy

Executive Vice President for Administration and Finance

Who Needs to Know This Policy

All AUC community and non-Aucians users of the University library

Web Address for this Policy

<http://schools.aucegypt.edu/library/Pages/ID-Cards-Privileges.aspx>

<http://library.aucegypt.edu/about/policies/id.htm>

Contacts

Responsible University Official: Gen. Mohamed Ebeid

Responsible University Office: Office of Safety and Security

If you have any questions on the policy or procedure for [] policy, you may:

1. Call [Gen. Mohamed Ebeid] at [2213], or
2. Send an e-mail to mohamed_ebeid@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
Library ID	

Policy/Procedures

Obtaining an ID Card

The ID Unit is located in the Administration Building, Room G020.
For more details contact:

Mai Mostafa

ID Unit Supervisor, Office of Safety and Security
Tel 20.2.2615.3725/3724
Email: idcentdir@aucegypt.edu

ID Policy

- All must show their ID each time they enter the campus and the Library.
- Library ID cards are for personal use only.
- Student IDs are issued during the registration process.
- Student IDs must be validated each semester in the Lost and Found Office at the Library gate.

Lost or stolen IDs can be replaced in the ID center (Administration Building, Room G020), Sunday - Thursday, 8:30 a.m. - 3:30 p.m. for a fee of LE 250. In order to obtain a replacement ID, you will need:

- The approval of the Director or Deputy Director of the AUC Safety and Security Office
- A picture ID
- Students will need a copy of their AUC fee payment receipt.

Forms/Instructions

List applicable forms or other university and external documents that provide helpful, relevant information. Include where these documents can be located.

(No attached forms)

Related Information

List related university policy documents or cross-references and where they can be located.

No-Smoking policy

<https://documents.aucegypt.edu/Docs/Policies/no%20smoking-no%20esmoking%20policy-Dec%202016.pdf>

Appendices *(optional)*

Appendices are used for informational material that is helpful in understanding the policy, but not directly related to the implementation of the policy, i.e., not procedures. Content may include graphics or text.

History/Revision Dates

Origination Date: June 15, 2011

Last Amended Date: December, 18, 2016

Next Review Date: December, 2017