

ID CARDS POLICY

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1. Introduction

The ID Center operates under the direction of the Office of Auxiliary Services. An AUB ID card identifies an individual as a member of the university community. Cardholders should carry the ID at all times while on campus and present it, upon request, to university officials whose assigned responsibilities authorize them to seek proper identification.

2. Location and Staff

The ID Center is located at Ada Dodge Hall, first floor, Room 100. The ID center can be reached at extensions 2376 and 2377.

3. Objective

The ID center is entrusted with the responsibility of the issuance of ID cards to all authorized members of the AUB community. The objective of the ID Center is to centralize the issuance of the identification cards and to automate the information using the network facility and the centralized servers.

Information for issuing new ID cards for students, academic and non-academic employees, including retirees, is electronically sent to the ID Center. The ID Center can access the information gathered by the departments concerned via the main server in order to produce and renew the IDs for those authorized by the Registrar's Office for students and the Human Resources Department for faculty and staff.

ID's are issued to the following categories:

Categories	Approved By	Color of the Bar	Validity
Students	Registrar	Red	1 year
Faculty and Staff	Human Resources	Green	5 years
Part Time Teachers	Human Resources	Green	Contract Period
Faculty and Staff Dependents	Auxiliary Services	Light Green	5 years
Hospital Residents	Human Resources	Dark Blue	1 year
Hospital Interns	Human Resources	Light Blue	1 year
Household Help (Permanent)	Auxiliary Services	Yellow	Residency Period
Alumni Members	Office of Development	Orange	No Limit
Retired Professors and Employees	Human Resources	Dark Green	No Limit
Contractors and Contract Workers	Auxiliary Services		
Alumni Association	Office of		

	Development		
President's Club Members	Auxiliary Services		
Scholarship Fundraising Committee	Auxiliary Services		
Friends of the AUB Museum	Auxiliary Services		
Casual Domestic Help	Auxiliary Services		

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4. Card Care

The AUB ID card is to be treated with care. Cuts, creases, and other damage can render the card unusable. The card is not to be bent or left in direct sunlight, near sources of heat, or in contact with magnetic fields.

5. Lost/Stolen ID Cards

When an AUB ID card is lost or stolen, the cardholder should take the following steps:

- a. Report the loss/theft immediately to the “office of approval” as shown in the tabulation under "section 3" above.
- b. Give the necessary documentation and payment receipts, where applicable, to the ID Center in order to get a replacement.

6. Damaged ID Cards

- a. The replacement of normal tear and wear damage of an ID card will be done free of charge.
- b. The end user will be charged the fees of damaged cards due to mishandling.

7. Found ID Cards

- a. If an AUB ID card is found, it is to be delivered to the Protection Office as soon as possible. The Protection Office will then attempt to notify the card holder that the card has been found and is available to be claimed.
- b. Found and unclaimed cards will be kept on file for a period of six months, after which time they will be destroyed.

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8. Terms of Usage

- a. Cards are non-transferable.
- b. Altering an ID card or using another person's ID card may result in disciplinary action and cancellation of that card.
- c. A card is issued to assist in the identification of the valid cardholder and is to be presented upon request for securing privileges and services.
- d. A card is valid only while the cardholder is a registered student, active university employee, alumni, retiree, or until the card expires or is revoked.
- e. An ID card is the property of the University, and it must be returned to the ID Center upon leaving the University or if otherwise requested by the AUB administration.

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