

| Policy History   |
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| <b>Policy No.</b><br>IM5   |
| <b>Approving Jurisdiction:</b><br>President                            |
| <b>Administrative Responsibility:</b><br>Vice President Administration |
| <b>Effective Date:</b><br>June 1, 2003                                 |

## Identification Cards Policy

### Kwantlen Polytechnic University provides the following categories of Identification Cards

Cards are the property of Kwantlen Polytechnic University and must be presented or surrendered on request of a Kwantlen Polytechnic University Official. The person whose name appears on the card is responsible for all items borrowed and any charges on this card. Do not share the card or its information. Please report or return lost or stolen cards to any campus library. Cards are non transferable.

#### Category 1: Learner Smart ID Card

Kwantlen Polytechnic University students are issued upon request a Learner Smart ID Card displaying a colour photo, name, student number, year of issue, and designated: **Student**. Students are issued this permanent card free of charge from the Library Checkout Counter and will be charged a replacement fee for lost cards. Photo identification is required to obtain this card.

Kwantlen Polytechnic University community users can also be provided a Learner Smart ID Card displaying a colour photo, name and year of issue. Designated community users include **Affiliate, Community, Life Time Borrower**, and others approved by the Dean of Learner Resources. Community users will be charged an issue fee and replacement fee for lost cards, and are required to provide both photo identification and proof of address to obtain this card.

#### *Card Features*

The Learner Smart ID Card is a library card and it must be presented to borrow materials from the library or to book study rooms, as the barcode stripes on the front of the card are used to record these transactions. The profile-3 smart chip on the front of the card is an e-Purse that can be filled at Campus Bookstores to provide access to pay-for-print labs and copiers. The magnetic stripe on the back of the card may contain the student number and/or facilities access code that can be used for door access if required.

#### Category 2: Employee Smart ID Card

Kwantlen Polytechnic University employees are issued upon request, an Employee Smart ID Card displaying a colour photo, name, year of issue, and can be designated: **Admin, Faculty or Staff**. **Employee** Smart ID Cards are designed to be carried in a wallet or worn as an ID badge and are issued from the Library Checkout Counter. Photo identification is required to obtain this card.

The Employee smart ID card is also a library card and it must be presented to borrow materials or book AV equipment from the library, as the barcode stripes on the front of the card are used to record these transactions. The magnetic stripe on the back of the card may contain the employee number and/or facilities access code that can be used for door access if required.

The profile-4 smart chip on the front of the card is an e-Purse that can be filled at Campus Bookstores to provide access to copiers. At time of issue, the magnetic stripe with employee number is matched and recorded with the smart chip serial number to allow for tracking and reporting of photocopier usage.

An employee who terminates employment with the University must return their Employee Smart ID Card to their department administrator at time of separation.

### **Category 3: Department Smart ID Card**

Kwantlen Polytechnic University employees in designated departments with special campus access privileges will be issued a Department Smart ID Card displaying a colour photo, name, year of issue and department name to be worn as a visible ID badge. Designated departments include **Facilities, IET, Security** and others approved by Facilities Security Manager to carry this card, including campus officials such as **Campus Dean, Vice President and President**. Photo identification is required to obtain this card.

The Department Smart ID Card is also a library card and it must be presented to borrow materials or book AV equipment from the library, as the barcode stripes on the front of the card is used to record these transactions. The magnetic stripe on the back of the card may contain the employee number and/or facilities access code that can be used for door access if required.

The profile-4 smart chip on the front of the card is an e-Purse that can be filled at Campus Bookstores to provide access to copiers. At time of issue, the magnetic stripe with employee number is matched and recorded with the smart chip serial number to allow for tracking and reporting of photocopier usage.

An employee who terminates employment with the University must return their Department Smart ID Card to their department administrator at time of separation.

### **Category 4: Kwantlen Smart ID Card**

Contract employees and others working with Kwantlen Polytechnic University can be provided a Kwantlen Smart ID Card displaying a colour photo, name, year of issue and can be designated: **Board Member, Contract or Supplier**. Kwantlen Smart ID Cards are designed to be carried in a wallet or worn as an ID badge and are issued with approved documentation by the Library Checkout Counter. Photo identification is required to obtain this card.

The Kwantlen smart ID card is also a library card and it must be presented to borrow materials or book AV equipment from the library, as the barcode stripes on the front of the card are used to record these transactions. The magnetic stripe on the back of the card may contain a facilities access code that can be used for door access if required.

The profile-4 smart chip on the front of the card is an e-Purse that can be filled at Campus Bookstores to provide access to copiers when presented with an authorized request form.

Kwantlen Smart ID Card must be returned to the library or issuing department at the end of the contract or related assignment.

### **Category 5: Visitor ID Card**

Kwantlen Polytechnic University visitors can be issued a Visitor Card displaying department name and issue date to be worn as a visible ID badge if required for campus access as approved by the Manager Safety, Security and Parking.

The Visitor Card is not a library card and does not use barcode stripes or smart chip technology. The magnetic stripe on the back of the card may contain a facilities access code that can be used for door access if required.