

Conditions of issue...

- The card is issued as a means of identification, as an access card for University facilities (subject to access rights) and as an access card for Library Services (where appropriate).
- The card does not guarantee that the holder is a member of the University of Nottingham.
- You must not lend your card to anyone to allow them to gain unauthorised access to University facilities and Library services or student discounts.
- You must take all reasonable care to prevent your card being damaged, lost, stolen or misused.
- Agreement to these terms and conditions is implied on you receiving the card.

Lost or stolen cards...

- If your card is lost or stolen, you must inform us by phoning the 24 hour University Card Helpline on 0115 9515759, or by reporting it in person to the Security Office, rear of the Hallward Library, University Park during office hours.
- If you find your card after having reported it lost or stolen you should deliver it to the Security Office, rear of the Hallward Library, University Park so that the card can be destroyed.
- To replace a lost or stolen card you will be asked to pay a charge to cover part of the costs of making the replacement.

Problem cards...

If you have a problem using your card please report the issue as follows:

- Door access: call our 24 hour University Card Helpline on 0115 9515759 or visit the Security Office, rear of the Hallward Library, University Park during office hours. Please be ready to quote your Name, Card Number and Door location details.
- Library borrowing: see the Library counter staff for assistance.
- Cards which are damaged or faulty will be replaced by the Security Office, but we reserve the right to charge for doing so if it appears to have been caused through negligence.

Leaving the University...

- Students: if you should withdraw from the University prior to the end of your course you should surrender your card to the Security Office, rear of the Hallward Library, University Park.
- Staff: if you leave the University prior to the end of your contract you should return your card to the Security Office, rear of the Hallward Library, University Park.
- Your card will be disabled for access to facilities and Libraries from the date you leave.

Rights of the University...

- The card remains the property of the University at all times.
- We reserve the right to withdraw from an individual, any or all of the facilities of the card and request that the card be surrendered, if we have evidence the card is being misused in any way.
- We reserve the right to withdraw all cards, suspend some or all of the facilities or replace the card with one or more alternatives, without prior notice.