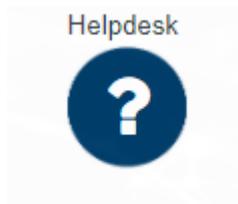


Staff ID cards

Staff ID cards are used to borrow and return books in the library, use the MFDs and can also be set up by your department to allow access to buildings.

If you are a staff member based at the Edinburgh Campus, you can request a staff ID card from the Library Service Desk by filling in a form online. This can also be completed by a line manager for a new member of staff.

To do this go to the [IS Help self-service](#) via the tile on the staff portal



and select Library Services > Staff ID card request

or go directly to the [form](#)



Staff ID card request

Fill in the form including all your details e.g., name, dept, employee number

Attach a photo (.jpg)

The Library Service Desk will contact you when the card is ready to collect from the Library.

If you have any problems with the form, please contact ServiceDesk@hw.ac.uk