REVISED RICHTER LIBRARY ENTRANCE POLICY

For the safety and security of our students and patrons, as per University policy, Richter Library requires all students to have a valid Cane Card to enter the library turnstiles. Alumni are admitted by showing an Alumni Card and valid photo ID.

If you are a student and do not have your Cane Card - you may enter by showing library staff a valid photo ID and providing your C#/University ID number for verification of status. **However, each time you are admitted in this fashion it earns you a ‘strike’ which is noted in your patron record.**

You are permitted **three strikes** per semester, after which you will not be allowed entry into Richter Library without a Cane Card (even with a photo ID & C#).

**How to get or replace your ‘Cane Card’**

Cane Card Office

1st Floor of the FLPSE building (Ponce & San Amaro) - Monday to Friday 8:30 AM - 5:00 PM

Lost or stolen cards should be reported to the ID office at 305-284-3096 during the week. Lost or stolen cards may also be reported to security 24 hours a day, 7 days a week at 305-284-6666. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen card will be replaced for a $20 fee. Damaged cards will be replaced for free upon exchange of the original broken or non-working card.

**How to get your Alumni Card**

Call the Alumni Association at 305-284-2872 or visit the Newman Alumni Center Suite 200.

**QUESTIONS?**

Please speak with a Circulation Desk staff member or email us: richter.circulation@miami.edu

Rev. 1-18-2013