

Factsheet 103

Teesside University Smart Cards (TUSCs)

This factsheet can be made available in alternative formats. Please make your request at the Library Help Desk, telephone 01642 342100 or email libraryhelp@tees.ac.uk

A Teesside University Smart Card (TUSC) is:

- Your Library card
- Your ID card
- Used for access to buildings and car parks
- Used for ID when you attend examinations

It also holds your University identity number. It is required for borrowing and renewing library items in the Library, Library self services e.g. self issue, self-service printing (MyPrint) for students and access to some buildings on campus and car parks.

Guidelines for TUSCs

- Your TUSC should be kept with you at all times as it is required when using facilities in the Library. Items cannot be borrowed without it.
- A TUSC lasts for the duration of your course, employment or association with the University.
- When you finish your course/employment/association you should return your TUSC to the Library.
- Do not loan your TUSC to anyone else – you are responsible for all items issued to your TUSC.
- If you require a third party to collect items on your behalf, you should give them your TUSC along with a signed letter of authority from yourself giving permission for the third party to use your TUSC (for more details please ask at the Library Help Desk). An e-version of the letter is available from the Library website at <http://lis.tees.ac.uk>, just select Data Protection from the A-Z index.
- If you lose your TUSC it should be reported to the Library. The Library can issue you with a replacement card at a standard charge of £5. Your old card will no longer be valid.
- Students can use TUSCs for self service printing/photocopying in the Library, but will need to register and credit their account first. Staff and Associates can also use their TUSC for printing and photocopying. All costs incurred will be charged to your school so please ensure you have permission first.
- Any queries relating to access to buildings or car parks should be directed to Campus Facilities who are based in room M2.08 in Middlesbrough Tower, or Ext. 2042.

