

Leonard Lief Library Access Policy

Everyone entering the Library must show an approved form of identification to the security guard at the door.

The guard will not ask library staff to make exceptions.

ACCESS: PATRON CATEGORY	FORM OF IDENTIFICATION
1. Lehman College: All students, faculty and staff. Includes Lehman Continuing Education programs.	CURRENT VALIDATED SEMESTER, Lehman College Photo ID. The patron may go to the Public Safety Office (APEX 109) for a temporary ID.
2. Students, faculty and staff from other CUNY colleges. See list of CUNY Colleges, attached.	CURRENT VALIDATED SEMESTER, CUNY College Photo ID. Private College IDs <u>not</u> accepted.
3. SUNY	CURRENT SUNY Photo ID
4. Friends of the Lehman Library Community members who wish to use the Library will be given a Friends of the Library application form. Guard will send applicants to the Library Office, Room 213, Mon-Fri, 9-5pm only.	CURRENT year Friends of the Library card
5. Retired Lehman Faculty	Faculty Photo ID
6. Lehman Alumni	CURRENT Alumni Photo ID
7. METRO referrals	Metropolitan New York Library Council Card
8. Visitors: ❖ To view exhibits ❖ To use Government Documents ❖ To use Special Collections	Visitors who ask to see a current exhibit will be admitted for that purpose only. Must have some form of Photo ID - and name the exhibit. Visitors may access Government Documents during regular hours (i.e., not during extended exam hours). For current hours, please consult our website: http://www.lehman.edu/provost/library//LibraryHours.htm or call (718) 960-7766. By appointment only: (718) 960-8603
9. High School of American Studies	CURRENT Lehman Photo ID
10. High school students in special Lehman programs, including College Now (Lehman only).	CURRENT Lehman ID; or some other form of personal ID and name on list at guard station.
11. Children/Spouses	Children of current Lehman staff or students may enter with them. <u>Children must be accompanied by a parent at all times.</u>
12. CUNY School of Professional Studies	Online classes only - CUNY ID card does <u>not</u> contain a photo; second valid Photo ID must be presented.
13. New York Botanical Garden	Staff members with CURRENT ID
14. Manhattan College students enrolled in Lehman language courses	CURRENT Manhattan College ID and Lehman course documentation