



## LSE staff card

**The LSE Card provides proof of your LSE status as well as borrowing rights at the Library. LSE cards are issued to all LSE staff and students.**

### **New LSE staff:**

Cards may be obtained from the dedicated badging office in the Old Building. Please come to the Old Building between 9am and 5pm. This office is located in OLD G.02 which is situated adjacent to the waiting area in the Old Building foyer (Houghton Street side).

Please bring with you a copy of your contract letter together with one form of identification, for example, your passport or a bank card. Regrettably, Estates Security is unable to issue LSE cards to new members of staff without a copy of the contract and identification.

You will firstly need to have your photograph taken. This is done by Estates Security staff. Your new card will then be ready for collection within a few minutes.

The card will then be activated and ready for use in the Estates Security's turnstiles within five minutes. Borrowing from the Library will then be possible, within 24 hours of the card being issued.

If you have any enquiries please email [security.card.id@lse.ac.uk](mailto:security.card.id@lse.ac.uk) or contact Estates Security on 0207 107 5121.