

**From:** Public Safety  
**To:** Members, Visitors, and Visiting Associates  
**Subject:** ID Cards

### **To obtain your photo ID card**

There is a photo station located in the duplicating area in the lower level of B Building (see map on reverse side of this sheet). Photos for new ID cards can be taken between the hours of 9AM-10AM or 3PM-4PM, every business day.

### **Programmed Access**

Cardholders are granted standard permissions to enter buildings after normal business hours based on their affiliation. Other restricted areas may be accessed if authorized and the ID card is coded with specific permissions. Requests for access to areas outside one's normal profile will be directed to the person responsible for the area being accessed.

### **Expiration**

Members', Visitors', and Visiting Associates' cards have an expiration date tied to the end date of their appointment or visit, as specified in the P3 database. This will be revised if their appointment is changed.

### **Lost or Stolen ID card**

If an ID card is lost or stolen, it must be reported to IAS Public Safety immediately by email [pubsafe@ias.edu](mailto:pubsafe@ias.edu), or by telephone at ext. 5460.

The original card will be disabled immediately, and a new card will be issued on the next business day. The newly issued card will replace the previous card.

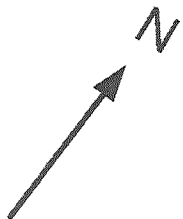
### **Charges**

Members, Visitors, and Visiting Associates are provided an ID card. There will be a charge at cost for replacement cards. The current cost of an ID card is \$10.

All spouse/companions are eligible for photo ID cards upon request free of charge but will be charged for a replacement card.

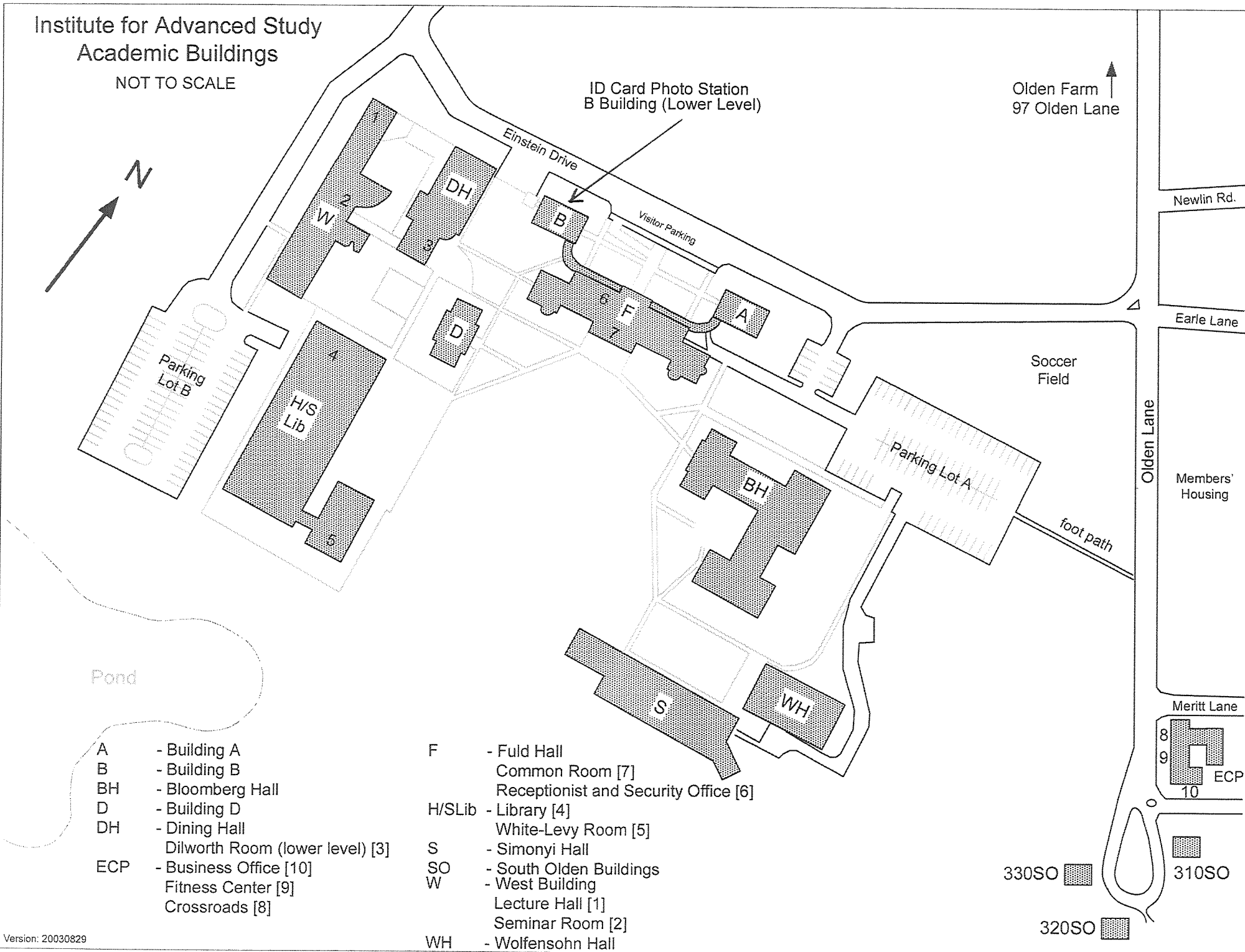
# Institute for Advanced Study Academic Buildings

NOT TO SCALE



ID Card Photo Station  
B Building (Lower Level)

Olden Farm  
97 Olden Lane



- A - Building A
- B - Building B
- BH - Bloomberg Hall
- D - Building D
- DH - Dining Hall
- Dilworth Room (lower level) [3]
- ECP - Business Office [10]
- Fitness Center [9]
- Crossroads [8]

- F - Fuld Hall
- Common Room [7]
- Receptionist and Security Office [6]
- H/S Lib - Library [4]
- White-Levy Room [5]
- S - Simonyi Hall
- SO - South Olden Buildings
- W - West Building
- Lecture Hall [1]
- Seminar Room [2]
- WH - Wolfensohn Hall