

All vendors of the HS/HSL are required to have a University of Maryland issued ID badge (One Card) to access the restricted areas of the library building. This includes the lower level using the freight elevator, loading dock and roll-up doors. The fee for the vendors badge is \$20.

Vendors are outside contractors who are not employed by UMB, which include caterers, courier services, service workers, etc.

The process for attaining a contractors badge is as follows:

- Contact the host of the event
- Provide them with the following information:
 - o First and Last Name
 - o Email Address
 - o Date of Birth
 - o Last 4 digits of your SSN
- Allow about 24-48 hours for the information to be entered into the system.
- You will receive an email stating that your sponsorship has been approved.
- After you've received the email, you can report to the Lower Level of the UMB Campus Center, 621 W Lombard St, Baltimore, MD 21201, to get a One Card. (Photo ID card/Vendor Badge)
- Once the process is complete, please contact Ginger Burcham at 410.706.0668 or by email at gburcham@hshsl.umaryland.edu to provide your ID card number. This number is located at the bottom of the card under the black tape.
- Allow another 24-48 hours for this information to be processed through the Campus Police System for access.