



Vendor Privileges Policy

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 Vendor's badge is \$20.

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

The process for attaining a contractor's badge is as follows:

- Contact the host of the event
- Provide them with the following information:
 1. First and Last name
 2. E-mail address
 3. Date of Birth
 4. Last 4 of SS#
- Allow about 24-48 hrs. for the information to be entered in the system.
- You will receive an e-mail stating that your sponsorship has been approved.
- After you've received the e-mail, you can report to the Lower Level of the UMB Campus Center to get a One Card (Photo ID card/ Vendor's badge).
- Once that process is complete, please contact Tonya Anderson by phone at (410) 706-0668, or by e-mail: tanderso@hshsl.umaryland.edu to provide your ID card number, which is located at the bottom of the card, under the black tape.
- Allow another 24-48 hrs. for this information to be processed in the Campus Police system.