

**Terms and Conditions for Possession and Use of  
the Lakehead University Photo ID Card**

Every applicant for and holder of the Lakehead University Photo ID Card (hereinafter the "Card") agrees to the following terms and conditions for possession and use of the Card:

- 1) The Card holder agrees to conform to all official policies, procedures, regulations and practices of Lakehead University.
- 2) The Card is not transferable and can be used only by the person to whom it has been issued by Lakehead University.
- 3) Presentation of a valid Card may be required by University officials of anyone at any time on the University campuses in Thunder Bay and Orillia. Access to the University, its services, and functions may be denied to any individual who does not, when requested by a University official, present a valid staff/student Photo ID Card.
- 4) Photographic information and other personal information related to Cards are collected under the authority of section 12 of the Lakehead University Act. This information will be used and disclosed only as shall be necessary to ensure that individuals are authorized to access University facilities and services, to maintain security, and to aid class instruction, and will be kept otherwise strictly confidential. Any questions about the collection, use, and disclosure of this information should be directed to the Lakehead University Library; telephone: 343-8225.
- 5) Lost, stolen, or damaged Cards can be replaced at the Photo ID Department by the Circulation Desk of the Chancellor Paterson Library in Thunder Bay, or at the Security Office on the Orillia campus. There is a \$15.00 fee for replacement Cards. Personal picture ID must be presented before a Card will be replaced.
- 6) Students must present their Cards at all final examinations for identification purposes.
- 7) The University is not responsible for lost or stolen Cards and has no liability for any losses, damages, or expenses resulting directly or indirectly from loss, theft, or fraudulent or other inappropriate use of Cards. Loss or theft of Cards must be reported immediately to Security, and to the Library or Campus Food Services as well, if the Cards have, respectively, declining photocopy balances or are associated with meal plan accounts. Once a loss or theft has been reported a photocopy balance will not be refunded but a meal plan account will be

cancelled. Once a Card has been replaced, an associated meal plan can be re-activated through Campus Food Services.

- 8) The Cards remain at all times the property of Lakehead University. On campus they must be carried at all times and must be presented to University officials upon request. The University may cancel and confiscate a Card at any time without notice to the holder and in particular, without limiting the generality of the foregoing, may confiscate a Card and initiate disciplinary action against the holder for, and against participants in, unauthorized use, alteration, or duplication for fraudulent use. A Card becomes invalid upon termination of the holder's affiliation with the University and must be surrendered to the University's Photo ID Department or Campus Security upon request.
- 9) The university reserves the right to amend this agreement at any time without notice. Changes to these terms and conditions are posted on the Lakehead University Photo ID website and such changes apply to all Cards in circulation and use, and supersede the terms and conditions in effect at the time the Card was issued.
- 10) For more information regarding the Lakehead University Photo ID card, email [Circdesk@lakeheadu.ca](mailto:Circdesk@lakeheadu.ca) or telephone 807-343-8225.