

Card System Door Access Button Charge Policy Events & Campus Card Services [As of November 2011]

The security of many LCSC buildings has been increased as part of a campus-wide effort to install electronic door access systems. The Salto electronic access system utilizes an access button that has either 1K or 4K of memory and is attached to the back of the WarriorOne card or other method as preferred by the recipient. The following policy applies to persons who receive an access button. When an employee is issued a card swipe with an attached access button and signs the access (key) request form, the form notes that they need to return their button or will be charged a replacement fee. It is the department's responsibility to either make sure the button is returned (either to the department or the SUB Information Desk) or to collect the fee from the departing employee (student or volunteer). The fees to departments for replacement and new card swipe buttons are as follows and are a direct cost from the manufacturer being passed on:

Button charge of \$10 (4K button) applies to:

- All employees who require a button to access a Salto card swipe door
- Department volunteers and temporary employees who require a button to access a Salto swipe door
- Departments may purchase the buttons or ask the employee to purchase directly
- Damaged or lost button replacement

Button charge of \$8 (1K button) applies to:

- Students accessing athletic locker rooms, classrooms, labs, job-related access, and student spaces (ASLCSC, WEB, etc.).
- Student club SUB office access beyond the three (3) free officer buttons per year
- Access to the Pathfinder and Radio room beyond the three (3) free buttons per year
- Volunteer or guest
- Damaged or lost button replacement

No button charge applies to:

- Reuse of an access button
- Defective access button replacement

References:

Access (Key) Request Form -

<http://www.lcsc.edu/security/2011Access%20Request%20FormF.pdf>

Back of Card w/ Button



Front of Card

