

# Student ID Guidelines

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## Student ID Card

Your NFCC Student ID card also serves as your library card. To receive an ID card:

- Students must be enrolled for at least three credit hours at North Florida Community College and present documentation such as a schedule to library staff to verify enrollment and a secondary form of ID such as a Driver's License, Passport, work ID, or high school ID.
- Students requiring a level 2 background screening must present a signed form stating they have successfully passed the level 2 background screening. These forms can be obtained at the library. Library staff will not issue an ID without the signed form.
- Replacement IDs are \$5.00. There is no charge for a replacement if a student changes programs or the original ID was issued over a year ago. If a student needs a replacement ID card the student should follow the procedures outlined above to verify enrollment.

## Borrower ID and PIN

Your borrower ID is required to check out books at the library.

Your borrower ID and a PIN are required to checkout eBooks, search databases, and add hold requests to items from the online catalog. Your PIN is usually the last four digits of your Social Security Number.

## Card Activation

Your student ID will need to be activated at the front desk of the library **each** semester for it to be used as your library card and to access online library resources. If you experience any difficulty using your card, please call the library at 850-973-1624 or email at [library@nfcc.edu](mailto:library@nfcc.edu). ID cards will remain activated for library use throughout the entire semester. Distance learning students can activate their library account through phone or email.

Your NFCC Student ID can be used to:

- Borrow library materials
- Access databases
- Access e-books
- Place hold requests and perform other online catalog functions
- Print and photocopy library materials by adding money to it at the library