Eden ID Card Procedure for Faculty and Staff

To use the library or the Webster University Fitness Center facilities, you will need to obtain an ID card from the Webster University Center, and have it barcoded at the library.

To obtain a library/fitness center card:

1. Have Bev Rowlinson or Al Schon provide a signed letter verifying employment or sign a copy of the "Webster University ID Card Request Form" (available on the Eden website)
2. Go to the Webster University Center Upper Level Information Desk (see map) during open hours. (IDs may be obtained during any of the Upper Level open hours; current hours are available at the UC web site at: http://www.webster.edu/uc/)
3. Bring the following items with you:
    a. Government-issued photo ID
    b. Signed letter verifying employment or "Webster University ID Card Request Form"
4. Take your ID card to the 1st Floor Service Desk at the Webster Library and ask to have it barcoded. (Current hours are available on the library web site at: http://library.webster.edu/libinfo/hours.html)

To update your library/fitness center card:

Once you have an ID card, *it will be reactivated for you for library use each semester*. In order to use the Webster Fitness Center, you will need a sticker on your ID card for the current semester. To obtain a current semester sticker for use of the fitness center, you will need to do the following *each semester you wish to use the fitness center:*

1. Have Bev Rowlinson or Al Schon provide a signed letter verifying employment or sign a copy of the "Webster University ID Card Request Form" (available on the Eden website)
2. Go to the Webster University Center Upper Level Information Desk (see map) during open hours. (Current open hours are available at the UC web site at: http://www.webster.edu/uc/)
3. Bring the following items with you:
    a. Webster ID card
    b. Signed letter verifying employment or "Webster University ID Card Request Form"

Lost card

If you lose your ID card, it can be replaced at the University Center by following the steps for obtaining a library/fitness center card above. There is a $10 replacement fee for a lost ID card, payable at the University Center.

Contact information:

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Email: aschon@eden.edu

Bev Rowlinson, Administrative Assistant
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Email: browlinson@eden.edu

Michael Boddy, Director of Luhr Reading and Reference Library
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Webster University Center
Phone: 314-968-7105

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