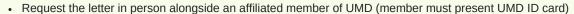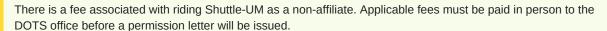# VISITOR GUIDE

TO ACCESSING CAMPUS SERVICES

TRANSPORATION

Visiting scholars, family members, or event attendees without a university ID may request a letter of permission to ride Shuttle-UM routes or use Shuttle-UM services that do require a UMD ID. A letter on Department of Transportation Services (DOTS) letterhead will serve as a temporary identification and must be shown to the bus driver upon boarding. Visitors may contact the DOTS Office in person or by phone at 301-405-1222 during business hours to request a letter of permission. The visitor must do **one** of the following

- Request the letter in person alongside an affiliated member of UMD (member must present UMD ID card)
- Request a letter using their own university ID from a different institution

There is a fee associated with riding Shuttle-UM as a non-affiliate. Applicable fees must be paid in person to the DOTS office before a permission letter will be issued.

WIRELESS ACCESS

A campus visitor can get access to University of Maryland's wireless internet through a guest wireless account.

A guest wireless account is a temporary account (username and password) that can be created by University of Maryland faculty and staff to provide access to the University's Wireless network. These are intended for short-use scenarios (i.e., less than 90 days).

A University of Maryland faculty or staff member can sponsor up to four guest wireless accounts. To get a guest wireless account, the faculty or staff member must go to https://www.sims.umd.edu/, enter their Directory ID and password, and request a guest account.

GYM ACCESS

A guest pass to gain access to Campus Recreation Services (CRS) facilities (Eppley Recreation Center (ERC), Cole Field House, Ritchie Coliseum, Reckord Armory, or the School of Public Health Building (SPH)) can be purchased. A current CRS member must sponsor the guest for a day pass and he/she can sponsor up to two guests.

Please submit a "Special Access Request" to the University Recreation and Wellness Center using the link: https://crsumd.wufoo.com/forms/pve1b5b1e3777k/

Afterwards you will be contacted by CRS after your request has been processed with next steps. The most recent membership costs and options can be found online: https://recwell.umd.edu/membership-services.

INTERNATIONAL STUDENT & SCHOLAR SERVICES

ISSS.UMD.EDU

VISITOR GUIDE

TO ACCESSING LIBRARY SERVICES

U.S. GOVERNMENT DOCUMENTS

The University of Maryland has been a Federal Depository Library since 1925, and the Regional Depository for Maryland, Delaware, and the District of Columbia since 1965. Government documents are located on the 4th floor of McKeldin Library.

INTERNET ACCESS VIA LAPTOPS

Only students, faculty, and staff of the University of Maryland, College Park, are permitted to access the Internet using their laptops on campus.

SOFTWARE

Library computers provide access to the Web, as well as provide access to the standard Microsoft Office suite of software (i.e., Access, Excel, InfoPath, Outlook, PowerPoint, B2B-Publisher and Word) plus other additional software. Users cannot save or store their work onto library computers and are advised to carry a flash drive upon which to save their documents.

CATALOG/DATABASES

Catalogs - Visitors can search the University Libraries catalog (http://www.lib.umd.edu/) from on or off campus, regardless of one's affiliation with the university.

Databases - On campus, anyone can access the databases without restriction. Off campus, only currently registered UMD students and currently employed faculty and staff can access the site-licensed databases.

PHOTOCOPYING AND PRINTING

Photocopying and printing are available for a fee. There are no coin-operated photocopiers or printers in the University Libraries, so visitors will need to purchase a Photocopy Card in order to copy/print. Ask at any library Information & Reference Service Desks for prices and information on obtaining a card. For more information visit, http://www.lib.umd.edu/services/library-services-desk

LIBRARY COMPUTERS

Visitors are invited to use public library computers, but first must obtain a guest account. Please note that guest accounts are not compatible with Mac computers that boot only into Mac OS. Apply at any campus library Circulation Desk. Photo ID is required. Acceptable forms of identification include driver's license, state-issued ID card, passport, military ID, school ID, or other institutional ID with photo and unique identifying number. Library computers are available to users on a first-come, first-served basis.