

Request for Part-time ID / Library Card

This form is to be completed by employee's supervisor. Part-time employees must bring the completed form to the library to have their College ID card produced.

Employee's Name

Title (ex.: Part-time Instructor, Adjunct Faculty, Assistant)

Department or Area of Instruction (ex.: English, Firefighter, MCP, Basic Skills)

Length of Contract with dates (ex.: fall semester 04, July 1 – July 25, 2004)

This employee will need to borrow computers, projectors and/or digital cameras?
yes _____ no _____

Signature of supervisor

Date