

Request for Part-time ID/Library Card

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

Employee's Name

Datatel Number

Title (ex. Adjunct Instructor, Assistant, Substitute)

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

Is this employee temporary? (Less than one semester? yes ___ no ___)

If yes, include start and end dates of employment. If no, state semester, or if applicable, permanent.

This employee will need to borrow computers, projectors and/or digital cameras?
Yes ___ No ___

Signature of supervisor

Date