

Requesting a Parking Pass for a Visitor

1. A parking pass is provided only for visitors on official library business or new employees who are in the process of onboarding and have not yet received their official parking pass.
2. Approximately one week prior to the event, please send your parking pass request to the Library Assistant Director. Include the following information:
 - Name of visitor
 - Vehicle License Plate #
 - Vehicle Make, Model, and Color
 - Date/time pass is needed
 - Email address of visitor
3. Once approved by Library Upper Administration, the Acquisitions Librarian will acquire a visitor parking pass.
4. After Parking Management approves the parking pass, the Acquisitions Librarian will send a confirmation email with directions to the visitor and copy the requesting party.