

## Procedure

### Parking Lot Permits

*October 19, 2006*

Parking lot permits allow parkers to remain in the library parking lot for longer than four (4) hours at a time. A permit may be temporarily provided to library volunteers and patrons as follows:

1. Volunteer/patron requesting must relinquish driver's license, which will be held at the circulation desk. (Hold in box stored in the circulation cubby.)
2. Staff member may give hang-tag permit in exchange. (Permits are stored in labeled box in the circulation cubby.)
3. Volunteer/patron must return the permit that day. Staff member may return driver's license when permit is returned.