

To: NOAA Central Library

From:

Date:

Re: Contractor use of the NOAA Central Library

This memo verifies that _____ works for NOAA as a contractor, visiting scientist, etc. in the NOAA Office _____ (name of office) in building _____, office number _____. His/her telephone number is _____, his/her badge number is _____, and his/her email address is _____@noaa.gov . Please allow _____ (name of contractor) full use of the NOAA Central Library until his/her contract ends on _____ (contract ending date).

By signing this memo, I agree to be responsible for all materials borrowed by the above named contractor. My office will be responsible for any replacement costs and processing fees in case of lost, stolen, or damaged library materials. I also agree to notify the NOAA Central Library at 301-713-2600, x157 or x144 when the contractor leaves NOAA.

Sincerely,

_____ (name and signature of COR)

_____ (NOAA Office)

_____ (telephone number)

_____@noaa.gov (email address)