

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 _____, _____ floor, office number _____.
His/her

telephone number is 301-713-_____, 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, x124 or x113 when the contractor leaves NOAA.

Sincerely,

_____ (name of COTR)

_____ (NOAA Office)

_____ (telephone number)

_____@noaa.gov (email address)