

ADMINISTRATIVE MEMORANDUM # 2005-03

TO: All Staff and Branch Librarians

FROM: John Paul Myrick, MLS, County Librarian/CEO

DATE: September 1, 2005

RE: Services for storm victims

TEMPORARY LIBRARY CARDS FOR STORM VICTIMS

Pending approval by the Public Library Board of Cullman County, a new patron class is hereby created called "Transient" patrons. Transient patrons are persons who are displaced by Hurricane Katrina from parts of Louisiana, Mississippi and Alabama who are living in Cullman temporarily.

Identity to obtain a Transient card equal to that required for a regular library card is preferred. However, a letter or documentation from the American Red Cross or other social relief organization will suffice for identification. Persons applying for such a card will be given a card allowing them to borrow up to 5 book or print items at any given time, assuming such items are circulating items. Borrowing of audiovisual items will not be allowed. The card will be effective for 3 (three) months from the date of issue.

Persons who borrow items on Transient cards are subject to all other rules and regulations applying to circulation of library materials. Special exceptions can be made with the prior approval of the County Librarian or Assistant County Librarian or the Head of Circulation/Membership.

Persons who resided in the following parishes and counties immediately prior to August 29, 2005 may receive Transient cards:

LOUISIANA PARISHES

St. Tammany
Orleans
Jefferson
St. Bernard
St. Charles
Plaquemines
La Fourche
Terrebonne

MISSISSIPPI COUNTIES

Hancock
Harrison
Jackson

ALABAMA COUNTIES

Mobile
Baldwin

If a person from one of the above-mentioned counties wishes to have full library privileges and/or borrow audiovisual materials, they may pay the non-refundable out-of-county fees.

WAIVER OF COMPUTER PRINTING/PHOTOCOPY FEES

There will be no charge for printing of documentation helping persons from the above-listed counties/parishes return to their livelihood prior to Hurricane Katrina. Such printing might include printing of computer-generated documentation from FEMA or from another relief agency, photocopying of any documentation necessary to restore housing, employment, identification, etc., or photocopying of information from printed sources which will help these storm victims cope or otherwise deal with their current status in life. The Head of Circulation/Membership or the Officer-In-Charge shall determine the appropriateness of items for waiving of printing fees under the above-referenced policy. This waiver of charges shall expire on December 1, 2005.

STATISTICAL REPORTING

Statistics on library usage, including residence of the storm victim prior to the storm, library usage, etc. for transient users shall be maintained and reported to the County Librarian and the Public Library Board on a monthly basis. The number of photocopies/prints for which charges are waived shall also be maintained and reported.

cc. Public Library Board of Cullman County