



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Off-Campus Library Privileges for Advanced Placement Students

NUMBER: MEM-2650.1

ISSUER: Sharon Curry, Assistant Superintendent
Office of Student Integration Services

DATE: August 10, 2007

ROUTING
Local District
Superintendents
Local District Administrators
Instructional Services
Local District Instructional
Services Specialists
Principals
Gifted/Talented Program
Coordinators
Library Media Teachers and
AP Teachers

PURPOSE: This Memorandum provides information to use the listed university libraries for students enrolled in Advanced Placement (AP) courses. It explains the following: (1) The conditional agreements made by each university to continue providing library services. (2) Instructions to notify the university and obtain permission for AP students.

MAJOR CHANGES: This Memorandum replaces MEM-2650.0 of the same subject issued on August 14, 2006. Special requirements defined by each participating university to continue providing library services to students enrolled in Advanced Placement courses have been updated.

INSTRUCTIONS: I. INSTRUCTIONS

Five local institutions of higher learning have made conditional agreements to continue providing library services to students enrolled in Advanced Placement (AP) classes. These services are reserved for AP students who have already exhausted the print and technology learning resources of both their school and local public libraries. Teachers of AP subjects and library media teachers are requested to monitor this process. The facilities of college and university systems cannot accommodate entire classes of AP students. University facilities provide critical academic research not available at local sites. Schools will be notified about any changes in policy. The institutions have requested that schools adhere to the following procedures:

- A. Advanced Placement teachers submit to the library media teachers a roster on school letterhead of all AP students enrolled in their classes who wish to use services at one of these libraries.
- B. Each student chooses only one college or university library. The library media teacher compiles a master alphabetical list of AP students on school letterhead requesting privileges for each selected college or university. The student's legal name and date of birth should be used.
- C. The library media teacher and the principal sign the roster.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

- D. The principal forwards the roster to the appropriate college or university library listed below. Both multi-track and traditional calendar schools should submit their lists by October 26, 2007. One master list in alphabetical order should be submitted instead of partial lists.

California State University,
Dominguez Hills
(310) 243-2404

Mr. Robert D. Downs, Coordinator
Circulation Services
University Library
California State University
at Dominguez Hills
1000 East Victoria Street
ERC Bldg., Room 226
Carson, CA 90747

California State University,
Los Angeles
(323) 343-3987 ext. 3991

Mr. Lawrence Vogt
Circulation Department
John F. Kennedy Memorial Library
California State University
at Los Angeles
5151 State University Drive
Los Angeles, CA 90032-8300

California State University,
Northridge
(818) 677-2274

Mr. Ramon Alvarado
Circulation Department
California State University
at Northridge
18111 Nordhoff Street
Northridge, CA 91330-8327

University of Southern California
(213) 740-5877

Ms. Angelica Ward
Customer Services Supervisor
Doheny Memorial Library
University of Southern California
University Park Campus
3550 Trousdale Parkway, DML 114
Los Angeles, CA 90089-0185
(213) 740-5958

FAX rosters at (213) 740-3488
aweber@usc.edu

Mr. Brian Harlan
Interdisciplinary Center Chair and
Director of Access Services
University of Southern California
University Park Campus
3550 Trousdale Parkway, DML 325
Los Angeles, CA 90089-0185
(213) 821-5906

harlan@usc.edu

University of California,
Los Angeles

(310) 206-4065
Mr. Roy Ho, Circulation Supervisor
UCLA College Library
P.O. Box 951450
Los Angeles, CA 90095-1450
roywho@library.ucla.edu

Library Cards: Mr. Roy Ho
(310) 206-4065

Ms. Diane Mizrachi
Information Literacy Coordinator
(310) 825-6523
mizrachi@library.ucla.edu

Parking fee: \$8.00

To obtain the information guide, log
onto [http://www.library.ucla.edu](http://www.library.ucla.edu/libraries/college)
/libraries/college

- E. The college or university library will issue a library card to a student presenting appropriate photo identification.



LOS ANGELES UNIFIED SCHOOL DISTRICT

MEMORANDUM

II. SAMPLE LETTER

Accompanying this communication is a sample letter (Attachment A) for listing students' names for the college or university librarian.

III. SPECIAL PROCEDURES FOR OBTAINING CSU, LOS ANGELES LIBRARY PRIVILEGES

California State University at Los Angeles requires no student roster but requests that the original signed parent permission slip for each student be submitted (see Attachment B). Each student will need to present a photo ID card. Computer use is restricted.

IV. SPECIAL REQUIREMENTS FOR USE OF CSU DOMINGUEZ HILLS FACILITIES

Advanced Placement students using the library at California State University, Dominguez Hills should request a brochure entitled, "University Library Guide" at the reference desk. Each individual school will be responsible for the timely return of materials borrowed by students covered by the university's policy. The Circulation Office will notify the high school librarian or designee of overdue material. CSU, Dominguez Hills requests that an original signed parent permission slip for each student be submitted (see Attachment D). Computer use is restricted.

V. SPECIAL REQUIREMENTS FOR USE OF USC FACILITIES

The University of Southern California requires that the roster of eligible students be submitted by library media teachers on school letterhead and include the students' date of birth and the names of the parents or guardians. The library media teacher's name should be indicated. The university requests that the original signed parent permission form for each student be submitted (see Attachment E). The University will issue a card only when the student presents appropriate photo identification.

VI. SERVICES AT CSU NORTHRIDGE

A. California State University, Northridge has extended borrowing privileges to AP students from 25 Valley area high schools. These high schools and multi-level schools are:

Arleta	Monroe
Birmingham	High Tech
Canoga Park	North Hollywood
Chatsworth	Northridge Academy
Cleveland	Panorama
East Valley	Reseda
El Camino Real	San Fernando
Fulton College Prep.	Sherman Oaks CES
Francis Polytechnic	Sylmar
Granada Hills	Taft
Grant	Valley Alternative
Kennedy	Van Nuys
	Verdugo Hills



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

- B. The schools should e-mail the roster of AP students at the beginning of the semester to Jacqueline Solis at <jacqueline.solis@csun.edu>. When the students come to obtain a library card, they must present a photo ID card and bring with them the "Request for Library Borrowing Privileges" (see Attachment C). Attachment C describes the instructions for the circulation of books to Advanced Placement high school students. The form must be signed by the library media teacher and a parent.

VII. SPECIAL REQUIREMENTS FOR USE OF UCLA FACILITIES

The University of California, Los Angeles requires submission of the "Academic Placement (AP) Library Card Program Certification Form" (included in this Memorandum as Attachment F). A roster of all students enrolled in Advanced Placement classes should be submitted on school letterhead. The roster should include the names of participating students. Students will need to present a photo identification card. Privileges are for the College Library only, located in the Powell Library Building. There is a five (5) book limit. Campus parking is \$8.00 per visit.

ASSISTANCE: For assistance call LaRoyce Bell, Specialist, Gifted/Talented Programs, at (213) 241-6500 or Esther Sinofsky, Director, Instructional Media Services at (213) 207-2271.



MEM-2650.1
August 10, 2007

ATTACHMENT A

(School Letterhead)
Use Template

Sample Roster

Date

Address

Dear

Thank you for continuing to provide library privileges to Advanced Placement students.

The names and birthdates of students who are enrolled and eligible to use the library services are listed in alphabetical order as follows:

Jane Doe, 11/21/1990			
Joe Doe, 10/12/1990			

Thank you for your cooperation. Each student whose name is on the list will be issued a photo identification card.

Sincerely,

Library Media Teacher

Library Media Telephone No.: (____) _____, ext. _____ E-mail: _____

Principal



MEM-2650.1
August 10, 2007

ATTACHMENT C

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

PARENT/GUARDIAN PERMISSION SLIP

Student's Name		School I. D. No.	Name of High School
Date of Birth: _____		Student's Grade: _____	
Parent's Name:		Home Phone No: ()	
Home Address (Not a P. O. Box):			ZIP Code:

Program Information

- To obtain borrowing privileges, students must bring their school-issued photo I.D. and this signed permission slip to the Oviatt Library circulation desk. The student's name must also appear on the current AP student roster provided and maintained by their school. It is the responsibility of your child's school to maintain the AP student roster. This consent form does not serve as proof of enrollment in the AP program. You will be referred to your child's school for any inquiries regarding the AP student roster.
- The Oviatt Library requires students to seek research assistance and materials at their school libraries first. Therefore, in addition to fulfilling requirements for borrowing privileges, students must obtain a signed research referral form from their school librarian each time they visit the Oviatt Library. The signed research referral form is required to check out materials or to obtain research assistance at the Reference Desk.
- Your child may borrow a total of three (3) books at a time. The lending period for AP students is two (2) weeks, and they may renew each book one (1) time.
- Overdue books will incur 15-cents per day of excessive use fees. Lost or damaged books will incur a \$10 processing fee in addition to full replacement costs.
- The Oviatt Library is an adult environment containing research-level collections. We do not install filters on our Internet terminals, nor do we monitor students' Internet research. Your child will have unfiltered, unsupervised, and unrestricted access to all library materials.

Parent/Guardian Consent

Your signature verifies that you have read the attached cover letter and the above program information and that you understand the privileges and procedures for the Oviatt Library's AP Student Program. You agree to assume financial responsibility for any lost, damaged, or overdue library materials.

**Parent/
Guardian Signature:** _____ **Date:** _____

* Northridge Academy High School is located on the CSUN campus. All students have borrowing privileges; therefore, no additional process is required for Advanced Placement students.



MEM-2650.1
August 10, 2007

ATTACHMENT D

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

REQUEST FOR LIBRARY BORROWING PRIVILEGES

Student's Name		School I. D. No.	Name of High School
Date of Birth: _____			Student's Grade: ____
Parent's Name:		Home Phone No: ()	
Home Address (Not a P. O. Box):			ZIP Code:

Requests borrowing privileges at the CSUDH Library for the current semester or track:

- Fall
 Spring
 Summer

The student requires materials for classes beyond the scope of local library resources.

Print Library Media Teacher's Name

Signature of Library Media Teacher

Date

STATEMENT OF FINANCIAL RESPONSIBILITY

The student named above has requested borrowing privileges at the CSUDH Library. As this student's parent or guardian, it is important that you understand some of this library's policies about checking out library books, and the financial penalties the library must enforce if books are returned late or lost.

LOAN PERIODS: 3 Weeks (non-renewable)

LENDING LIMITS: 5 Books out at any one time

PENALTIES: 25 cents per day per book for late books up to a maximum of \$25
(Invoices for lost books average \$80 to \$100 per book.)

In signing this statement, you are agreeing to assume financial responsibility for any possible library billings or invoices. No library privileges can be provided without your signature.

Parent's Signature

Parent's Driver's License No.

Date



MEM-2650.1
August 10, 2007

ATTACHMENT F

ADVANCED PLACEMENT (AP) LIBRARY CARD PROGRAM
UCLA CERTIFICATION FORM

May 21, 2007

Dear Library Media Teacher and A. P. Coordinator:

We need your help in identifying the AP Coordinator, Library Media Teacher or other person to whom we may correspond with regarding the UCLA College Library AP High School Library card program.

To receive the packet of information about program policies and requirements, we ask that you fill out, sign, and return this form to:

Alicia Reiley
UCLA College Library
220 Powell Library Building
P. O. Box 951450
Los Angeles, CA 90095-1450

OR FAX to: (310) 206-9312

Please send the certification form and your AP student roster at the same time if you choose.

Coordinator, Media Teacher, Other Name:	Title:
School Name:	Telephone No.: () ext.: E-Mail:

I certify that after/when I complete and return this document I may submit my AP student roster at any time. I understand that my students will be eligible to receive a UCLA College Library card after I send my list.

Signature

Date



This section contains updated information regarding free UCLA library cards for AP Students, free UCLA library cards for public school teachers, and links to free researching help.

AP Students

The UCLA College Library is pleased to continue offering free library cards to all AP high school students in the Los Angeles area, for use in the UCLA College Library only. This card enables students enrolled in Advanced Placement classes the opportunity to have a total of 5 books checked out of the UCLA College Library, with 1 renewal per item. The overdue fine is \$.50/day, if not recalled. If an item is recalled, the overdue fine is \$5/day, beginning with the due date, not the recall date. Library media teachers need to fax, e-mail or mail UCLA a list of the eligible AP students each year, as UCLA will discard lists when they are one year old. If there are additional AP students during a year, please send us a completely new alphabetical list. Library cards issued during the 2007–2008 academic school year expire September 30, 2008.

Please list the student's names in alphabetical order, last name first, on school letterhead. Do not include social security numbers, and fax, e-mail, or mail your list to:

Roy Ho, Circulation Supervisor
UCLA College Library
Box 951450
Los Angeles, CA 90995-1450

Fax (310) 206-9312
<roywho@library.ucla.edu>

After UCLA receives your list, your students may come to the UCLA Powell Library (2nd floor) building and present a current photo ID at the College Library Circulation Desk to obtain a library card. For additional information about these cards, as well as rules regarding overdue fines, please log onto the following web page <<http://www.library.ucla.edu/libraries/college/services/hscomcollege/aphs.htm>>.

Free Researching Tips and Information

Library media teachers can help students save time and improve their researching skills by directing them to the College Library web site, prior to visiting UCLA and the College Library, or in place of such a visit. If library media teachers want to bring a student group to the College Library, please contact Diane Mizrachi, Information Literacy Coordinator, to discuss your research assignment and an optimal time for a visit.

College Library Home

<<http://www.library.ucla.edu/libraries/college/>> (See section, "Not a UCLA Student" for AP High School/Community College information).

Directions

- UCLA campus map, parking and directions <<http://www.ucla.edu/map/>>
- UCLA library locations and map <<http://www2.library.ucla.edu/about/806.cfm>>
- UCLA library hours <<http://www2.library.ucla.edu/about/hours.cfm>>

Contacts

Alicia Reiley, Reference Assistant
areiley@library.ucla.edu
(310) 206-3668
(310) 206-9312 Fax

Diane Mizrachi, Information Literacy
Coordinator
mizrachi@library.ucla.edu
(310) 825-6523
(310) 206-9310 Fax

Roy Ho
Circulation Supervisor
roywho@library.ucla.edu
(310) 206-4065
(310) 206-9312 fax