



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Off-Campus Library Privileges for Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) Students

NUMBER: MEM-5564.6

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Arzie Galvez, Director
Advanced Learning Options

DATE: September 27, 2017

PURPOSE: This Memorandum provides updated information regarding: 1) off-campus library privileges for students enrolled in Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) courses; 2) conditional agreement of each university to provide library services to AP and DP students; and 3) procedures to acquire permission for AP and DP students during the 2017-2018 academic school year.

MAJOR CHANGES: This Memorandum replaces MEM-5564.5 of the same subject issued on August 18, 2016. It provides the updated requirements of each participating university providing library services to students enrolled in AP and DP courses.

INSTRUCTIONS: I. BACKGROUND

Advanced Placement (AP) and the International Baccalaureate (IB) Diploma Programme (DP) are both highly respected by major colleges, universities and service academies throughout the nation. Each program is designed to enrich the high school experience and offer motivated students an excellent opportunity to prepare for advanced study and potentially earn college credit.

II. LIBRARY SERVICES

- A. Five local institutions of higher learning have entered conditional agreements to provide library services to LAUSD AP and DP students. Library services, which include access to resources in the library and online, are reserved for AP and DP students who have exhausted the print and technology learning resources of both their school and local public libraries.
- B. Although university facilities provide critical academic research not available at local sites, they are unable to accommodate entire classes of AP and DP students. As such, AP and DP teachers and teacher librarians are to adhere to the following procedures:

ROUTING
Local District Superintendent
Administrators of Instruction
Instructional Directors
Counseling Coordinators
High School Principals
Assistant Principals
Teacher Librarians
AP and DP Coordinators
AP and DP Teachers



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1. AP and DP teachers submit to the teacher librarians a roster on school letterhead of all AP and DP students enrolled in their classes requesting access to one of the university libraries.
2. Each student must select only one college or university library. The teacher librarian compiles a master alphabetical list of AP and DP students on school letterhead requesting privileges for each selected college or university. The student's legal name and date of birth must be included on the list submitted (Attachment A).
3. The teacher librarian and the principal sign the roster.
4. The principal forwards a roster of students listed in alphabetical order to the appropriate college or university library indicated below. For the fall semester, schools must submit the roster to the appropriate participating library by Friday, September 29, 2017, and for second semester by Friday, January 26, 2018. Participating colleges or universities will issue a library card to a student presenting appropriate photo identification.
5. Participating college or university libraries contact information is provided in the table:

University	Contact	Address
California State University, Dominguez Hills	Mr. Robert D. Downs, Coordinator Circulation Services University Library Tel.: (310) 243-3204 rdowns@csudh.edu	California State University, Dominguez Hills 1000 East Victoria Street LIB 27171 Library North Carson, CA 90747
California State University, Los Angeles	Mr. Matthew Prutsman Head of User Services John F. Kennedy Memorial Library Tel.: (323) 343-3988 Matthew.pruitsman@calstatela.edu	California State University, Los Angeles 5151 State University Drive Los Angeles, CA 90032-8300
California State University, Northridge	Ms. Coleen Martin Coordinator Outreach Services Oviatt Library Tel.: (818) 677-6396 Coleen.martin@csun.edu	California State University, Northridge 18111 Nordhoff Street Northridge, CA 91330-8327
University of California, Los Angeles	Mr. Roy Kartman Circulation Supervisor UCLA College Library Tel.: (310) 206-4065 roywho@library.ucla.edu Ms. Alicia Reiley Reference Associate & Outreach Coordinator Tel.: (310) 206-3668 Fax: (310) 206-9312 areiley@library.ucla.edu	University of California, Los Angeles 2220 Powell Library Building P.O. Box 951540 Los Angeles, CA 90095-1450



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University of Southern California	Ms. Yvette Iribe Ramirez Public Services Assistant Tel.: (213) 740-7625 Doheny Memorial Library iriberam@usc.edu Mr. Adam Sexton Doheny Library Manager Tel.: (213) 740-0554 adamsext@usc.edu	University of Southern California University Park Campus 3550 Trousdale Parkway DML, 114 Los Angeles, CA 90089
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III. SPECIAL PROCEDURES FOR OBTAINING CSU, LOS ANGELES LIBRARY PRIVILEGES

California State University, Los Angeles requires no AP or DP student roster, but requires an original signed parent permission slip for each student requesting service (Attachment B). Each student must present a photo ID card. Computer use is restricted.

IV. REQUIREMENTS FOR USE OF CSU, DOMINGUEZ HILLS FACILITIES

AP and DP students using the library at California State University, Dominguez Hills are responsible for the timely return of materials borrowed from the university. The Circulation Office will notify the high school teacher librarian or designee of overdue material. CSU, Dominguez Hills requests an original signed parent permission slip for each student (Attachment D). Computer use is restricted. Lost books are billed @ \$110 or actual cost of book, whichever is higher.

V. USC USE OF FACILITIES REQUIREMENTS

The University of Southern California (USC) requires that the principal sign and submit the roster of eligible AP and DP students. The roster, which must be on school letterhead, must include students' date of birth and names of the parents or guardians. USC requests that an original signed parent permission form for each student (Attachment E). USC Doheny Memorial Library will issue cards only to students who present appropriate photo identification. Students may log onto the public research kiosks once for a period of thirty (30) minutes. Kiosks automatically log out after this time.

VI. USE OF FACILITIES AT CSU, NORTHRIDGE

California State University, Northridge is extending borrowing privileges to AP students from valley area high schools. (There are no IB Diploma Programme schools in the valley area.) Students from the schools listed below



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are required to present a school ID to check out books. At the beginning of the semester, each participating school must e-mail a roster of AP students to Colleen Martin at coleen.martin@csun.edu. To obtain a California State University, Northridge library card, a student must present a photo ID card and the Request for Library Borrowing Privileges form signed by the parent/guardian (Attachment C).

VII. UCLA REQUIREMENTS FOR USE OF FACILITIES

The University of California, Los Angeles (UCLA) requires submission of the Academic Placement (AP) Library Card Program Certification Form (Attachment F). A roster of all AP and DP students must be submitted on school letterhead. Privileges are for the College Library only, located in the Powell Library Building. Students must bring a signed Parent/Guardian Permission Slip and present a photo identification card. There is a five (5) book limit. Campus parking is \$12.00 per visit.

ASSISTANCE: For assistance or further information please contact Arzie Galvez, Director, Advanced Learning Options, at (213) 241-8220 or arzie.galvez@lausd.net.



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ATTACHMENT A

Dear _____ :

Thank you for continuing to provide library privileges to Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) students.

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

STUDENT NAME	BIRTHDATE	STUDENT NAE	BIRTHDATE

Thank you for your continued support.

Sincerely,

Teacher Librarian/Designee (Print)

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

Teacher Librarian/Designee Signature

Principal's Name (Print)

Principal's Signature

_____ High School



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ATTACHMENT B

CALIFORNIA STATE UNIVERSITY, LOS ANGELES (CSULA)

PARENT PERMISSION FORM

Student's Name	School I.D. No.	High School

Date of Birth: _____ **Student's Grade:** _____

Parent's Name:		Home Phone No: ()
Home Address:		ZIP Code:
Email address: (required)		

The LAUSD student identified above requests borrowing privileges at the CSULA Library for the current school year.

Signature of School Official

Title

Date

STATEMENT OF FINANCIAL RESPONSIBILITY

The student named above has requested borrowing privileges at the CSULA Library. All notices regarding checkouts on this account will be sent to the email address above. 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 PERIOD: 30 days plus two renewals (90 days maximum)

LENDING LIMITS: 20 books out at any time

PENALTIES: \$90 replacement fee for each item that is more than 2 weeks overdue

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.

(NOTE: Photocopied signatures will not be accepted.)



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ATTACHMENT C

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE (CSUN)

PARENT/GUARDIAN PERMISSION SLIP

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Student's Name

School I.D. No.

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.
- 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 \$0.15 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.



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ATTACHMENT D

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS (CSUDH)

REQUEST FOR LIBRARY BORROWING PRIVILEGES

Student's Name		School I.D. No.	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: 4 Weeks (non-renewable)

LENDING LIMITS: 5 Books out at any one time

PENALTIES: \$0.25 per day per book for late books up to a maximum of \$25 plus \$20 processing fee. (\$110 or actual cost of book, whichever is higher.) Books are billed as lost after 30 days overdue.

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

