



**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-5564.5

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

Arzie Galvez, Director
Advanced Learning Options

DATE: August 18, 2016

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

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 2016-2017 academic school year.

MAJOR CHANGES: This Memorandum replaces MEM-5564.4 of the same subject issued on July 24, 2015. 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



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the following procedures:

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 should 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 listed below. For the fall semester, schools must submit to the appropriate participating library by Friday, September 30, 2016, and for second semester by Friday, January 27, 2017. 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 below:

University	Contact	Address	Additional Information
California State University, Dominguez Hills	Mr. Robert D. Downs, Coordinator, Circulation Services University Library (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 (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	



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University of California, Los Angeles	<p>Mr. Roy Kartman, Circulation Supervisor UCLA College Library Tel.: (310) 206-4065 roywho@library.ucla.edu</p> <p>Ms. Alicia Reiley, Reference Associate & Outreach Coordinator (310) 206-3668 Fax: (310) 206-9312 areiley@library.ucla.edu</p>	University of California, Los Angeles 2220 Powell Library Building P.O. Box951540 Los Angeles, CA 90095-1450	<p>Library Cards: Mr. Roy Kartman (310) 206-9312</p> <p>Parking Fee: \$12.00</p>
University of Southern California, Los Angeles	<p>Ms. Yvette Iribe Ramirez, Public Services Assistant (213) 740-7625 Doheny Memorial Library iriberam@usc.edu</p> <p>Mr. Adam Sexton, Doheny Library Manager (213) 740-0554 adamsext@usc.edu</p>	University of Southern California University Park Campus 3550 Trousdale Parkway, DML, 114 Los Angeles, CA 90089	<p>Fax rosters to: Mr. Adam Sexton Doheny Library Manager Fax No. (213) 740-3488</p>

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

California State University at 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 by 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.



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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 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.