



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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

**NUMBER:** MEM-5564.9

**ISSUER:** Alison Yoshimoto-Towery  
Chief Academic Officer  
Division of Instruction

Arzie Galvez, Director  
Advanced Learning Options

**DATE:** December 21, 2020

**ROUTING**  
Local District  
Superintendents  
Administrators of Instruction  
Community of Schools Administrators  
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 university library privileges for students enrolled in Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) courses; 2) conditional agreement of select universities to provide library services to AP and DP students; and 3) procedures to acquire university library service privileges for AP and DP students during the 2020-2021 academic school year. Due to the COVID-19 pandemic, all participating university campuses are closed and, therefore, the participating universities have ceased library privileges for L.A. Unified students until campuses reopen. **Once university campuses reopen, the procedures delineated in this Memorandum will apply.**

**MAJOR CHANGES:** This Memorandum replaces MEM-5564.8 of the same subject issued on July 24, 2019. 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 student’s experience and to offer motivated students an excellent opportunity to prepare for advanced study, potentially earn college credit and place them on a trajectory to post-secondary success.

**II. LIBRARY SERVICES**

A. Five local institutions of higher learning have entered conditional agreements to provide library services to L. A. Unified AP and DP students. Library



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services, which include access to physical and online resources in the library, 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 L.A. Unified AP and DP students. As such, AP and DP teachers and teacher-librarians are to adhere to the following procedures:
1. AP and DP teachers submit to their teacher librarians a roster on the 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. Once participating universities reopens its campuses and library services, the teacher librarian should forward a roster of students listed in alphabetical order to the appropriate college or university library identified below. 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:

<b>University</b>	<b>Contact</b>	<b>Address</b>
California State University, Dominguez Hills	Mr. Robert D. Downs, Coordinator Circulation Services University Library (310) 243-2404 <a href="mailto:rdowns@csudh.edu">rdowns@csudh.edu</a>	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 <a href="mailto:matthew.prutsman@calstatela.edu">matthew.prutsman@calstatela.edu</a>	California State University, Los Angeles 5151 State University Drive Los Angeles, CA 90032-8300



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California State University, Northridge	Ms. Coleen Martin, Coordinator Outreach Services Oviatt Library (818) 677-6396 <a href="mailto:coleen.martin@csun.edu">coleen.martin@csun.edu</a>	California State University, Northridge 18111 Nordhoff Street Northridge, CA 91330-8327
University of California, Los Angeles	Mr. Arturo Torres Circulation Supervisor UCLA College Library (310) 206-4065 <a href="mailto:atorres7290@library.ucla.edu">atorres7290@library.ucla.edu</a>  Ms. Alicia Reiley Reference Associate & Outreach Coordinator (310) 206-3668 Fax: (310) 206-9312 <a href="mailto:areiley@library.ucla.edu">areiley@library.ucla.edu</a>	University of California, Los Angeles 2220 Powell Library Building P.O. Box 951540 Los Angeles, CA 90095-1450
University of Southern California	Mr. John Luna Public Services Supervisor (213) 740-7625 Doheny Memorial Library <a href="mailto:johnluna@usc.edu">johnluna@usc.edu</a>  Mr. Adam Sexton Doheny Library Manager (213) 740-0554 <a href="mailto:adamsext@usc.edu">adamsext@usc.edu</a>	University of Southern California University Park Campus 3550 Trousdale Parkway, DML, 114 Los Angeles, CA 90089

**III. 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 requires an original signed parent permission slip for each student (Attachment B). Computer use is restricted. Students are charged a \$110 lost book fee or actual cost of book, whichever is higher.

**IV. SPECIAL PROCEDURES FOR OBTAINING CSU, LOS ANGELES LIBRARY PRIVILEGES**

California State University, Los Angeles requires no AP or DP student roster



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but requires an original signed parent permission slip for each student requesting service (Attachment C). Each student must present a photo ID card. Computer use is restricted.

### V. 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 District valley area high schools 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 Coleen Martin at [coleen.martin@csun.edu](mailto: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 D).

### VI. 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 E). A roster of all AP and DP students must be submitted on school letterhead. Privileges are for the Powell and Young Research Libraries only. Library cards are distributed at the Circulation Desk located on the 2<sup>nd</sup> floor 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 visitor parking is \$12.00 per day. Meter parking is \$1 for 20 minutes.

### VII. USC USE OF FACILITIES REQUIREMENTS

The University of Southern California (USC) requires the school principal to 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 an original signed parent permission form for each student (Attachment F). 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 thirty (30) minutes. Kiosks automatically log out after this time.

**ASSISTANCE:** For assistance or further information, please contact:

Arzie Galvez, Director, Advanced Learning Options, at [arzie.galvez@lausd.net](mailto:arzie.galvez@lausd.net) or  
Ana Beltran, Coordinator, Advanced Learning Options at [ana.beltran@lausd.net](mailto:ana.beltran@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 in an AP or DP and eligible to use the library services at your university are listed below in alphabetical order:


Thank you for your continued support.

Sincerely,

\_\_\_\_\_

Teacher Librarian (Print)

Telephone No.: (\_\_\_\_) \_\_\_\_\_, ext. \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_

Teacher Librarian Signature

\_\_\_\_\_

Principal's Name (Print)

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_ High School



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ATTACHMENT B

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS (CSUDH)**

**REQUEST FOR LIBRARY BORROWING PRIVILEGES**

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

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 Teacher Librarian's Name**                      **Signature of Teacher Librarian**                      **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:** 30 days plus two renewals (90 days maximum)

**LENDING LIMITS:** 20 Books out at any one time

**PENALTIES:** \$90 replacement fee for each item that is more than two 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.**                                      **Date**



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ATTACHMENT C

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**PARENT PERMISSION FORM**

<b>Student's Name</b>	<b>School I.D. No.</b>	<b>High School</b>

**Date of Birth:**

**Student's Grade:**

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

The LAUSD student identified above requests borrowing privileges at the Cal State LA 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 Cal State LA 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; unpaid bills may be sent to a Collections Agency.

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**

\_\_\_\_\_  
**Driver's License No.**

(NOTE: Photocopied signatures will not be accepted.)



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ATTACHMENT D

**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:** \_\_\_\_\_

<b>Parent's Name:</b> _____		<b>Home Phone No:</b> ( ) _____
<b>Home Address</b> (Not a P. O. Box): _____	<b>ZIP Code:</b> _____	

**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 \$15 processing fee in addition to a \$100 replacement fee (per each book).
- 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, 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 (NAHS) is located on the CSUN campus. All NAHS students have borrowing privileges upon completion and submission of the permission slip.





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ATTACHMENT E

# UCLA LIBRARY

## ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE LIBRARY CARD PROGRAM CERTIFICATION & CONTACT UPDATE FORM

September 2020

To Whom It May Concern:

If your school is interested in participating in the Advanced Placement (AP)/International Baccalaureate (IB) Diploma Programme (DP) Powell and Research-Library-Only AP Library Card Program and would like to submit a list of eligible students, please complete, sign and return this form.

In addition, please identify the AP/IB DP Coordinator, Teacher Librarian, administrator or other person with whom we may correspond regarding the UCLA Powell and Research Library AP/IB DP High School Library Card program. Please complete the information fields below and email it to [areiley@library.ucla.edu](mailto:areiley@library.ucla.edu). You may also fax or mail it to:

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

Fax: 310-206-9312

You may send the completed certification form and your AP/IB DP student list at the same time, if you choose.

Name (Coordinator, Media Teacher, Other): \_\_\_\_\_

Title: \_\_\_\_\_

School Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that after/when I complete and return this document, I may submit my AP/IB DP student list at any time (see accompanying letter for details). I understand that my students will be eligible to receive a UCLA Powell & Research Library card after I send my list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# UCLA Library

September 2020

The Powell Library continues to offer free library cards to AP and IB DP students currently enrolled in Los Angeles and surrounding county high schools, both public and private. Details of the program and instructions for participation are in the text below. A hard copy of the program information and relevant forms are attached. Please contact me if you have any questions.

## **FREE Powell and Research Library-Only Cards for Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) High School Students on Submitted Lists**

Powell Library offers free Powell and Charles E. Young Research Library-only library cards to all AP/IB DP high school students in the Los Angeles area. Requirements and rules are listed below.

## **REQUIRED Steps for School Staff and Student Participants in AP/IB DP Library Card Program**

1. Staff:
  - a. Submit a completed AP/IB DP Library Card Program Certification & Contact Update Form.
  - b. Submit a list of eligible AP/IB DP students for the academic school year. Additional student names can be added to the original list and resubmitted to Circulation Supervisor, Arturo Torres.
    - 1) Lists should be in alphabetical order by last name. They should **not** include any other personal identification—e.g., the school ID number, phone number, or the students' social security numbers.
    - 2) Lists that are faxed or mailed must be submitted on school letterhead.

Certification forms can be emailed, faxed or mailed to Alicia Reiley. Student lists can be emailed, faxed or mailed to Arturo Torres or Alicia Reiley. Their contact information is at the bottom of this letter.

2. Students:
  - a. **Bring** completed [Advanced Placement High School Student Program Parent/Guardian Permission Slip](#) and photo identification to the Inquiry Desk on the 2<sup>nd</sup> floor of the Powell Library in the Powell Library Building.
  - b. After presenting the items above, **request** and fill out AP application form at the Inquiry Desk.

## **INFORMATION about the Powell and Research-Library-Only AP Library Card Program**

1. Library card expiration dates:
  - a. Lists received between September 30, 2020 and June 30, 2021. (Cards expire September 30, 2021.)
2. The card enables students to have a **total** of 5 books checked out of Powell and Research Libraries, with 1 renewal permitted per item.
3. If another user recalls a book, that book may not be renewed and must be returned on the due date.
4. The overdue fine is \$.50/day if the item has not been recalled by another user. If an item has been recalled, the overdue fine is \$5/day for every day that the library is open. Fines begin one day past the due date.

## **Contacts**

Alicia Reiley  
Peer Services & Outreach Coordinator  
[areiley@library.ucla.edu](mailto:areiley@library.ucla.edu)  
Phone: 310-206-3668  
Fax: 310-206-9312

Arturo Torres  
Circulation Supervisor  
[atorres7290@library.ucla.edu](mailto:atorres7290@library.ucla.edu)  
Phone: 310-206-4065  
Fax: 310-206-9312



# UCLA LIBRARY

## **Advanced Placement/IB DP High School Student Program Parent/Guardian Permission Slip**

UCLA Library cards issued to advanced placement high school students are for use at the Powell and Research libraries only. To obtain one, students must bring a school-issued photo ID and this signed permission slip to the Powell Library Circulation/Inquiry desk. The student’s name must appear on the current AP/IB DP student roster provided and maintained by the student’s school.

### **Program Information**

Students are limited to five circulating items at one time; they cannot check out course reserves and periodicals. The loan period is two weeks. Each item can be renewed once in person or online; however, online renewal is not available if the student has more than four books checked out at the time of the renewal.

The fine for overdue items is fifty cents per item per day for each day the library is open. The overdue fine for recalled items is \$5 per day for each day the library is open. If an overdue book is recalled, the \$5-per-day fine will be charged from the book’s original due date.

Charges for items more than thirty days overdue include a \$90 lost item replacement fee, a \$10 invoice processing fee, and any applicable overdue fines. In addition, a block will be placed on the student’s account, and students are responsible for any additional fines accrued while the block is in effect. The \$90 lost item replacement fee can be waived upon return of a lost item. The \$10 invoice processing fee and overdue fines are not refundable.

If books are not returned on time, either a fine or a replacement bill may be issued. The library sends two overdue notices as a courtesy but is not responsible for their receipt.

### **Student Information**

\_\_\_\_\_

Name

\_\_\_\_\_

School

Grade

\_\_\_\_\_

Mailing address (Street, City, State, Zip Code; not a P.O. Box)

\_\_\_\_\_

Telephone

Date of Birth

### **Parent/Guardian Consent**

Your signature verifies that you have read the information above, understand the privileges and procedures for your student’s UCLA Library card, and agree to assume financial responsibility for any lost, damaged, or overdue library material.

\_\_\_\_\_

Signature

Date



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ATTACHMENT F

**UNIVERSITY OF SOUTHERN CALIFORNIA (USC)**

**PARENT/GUARDIAN PERMISSION FORM**

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**Student's Name**

**School I.D. No.**

**High School**

**Date of Birth:**

**Student's Grade:**

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**Parent/Guardian's Name**

**Home Phone Number**

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**Parent/Guardian's Home Address (Not P.O. Box)**

**ZIP Code**

The student listed above requests borrowing privileges at USC Libraries for the current school year only.

\_\_\_\_\_  
**Signature of School Official**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

**STATEMENT OF FINANCIAL RESPONSIBILITY**

The student named above has requested borrowing privileges at the USC Libraries. As this student's parent or guardian, it is important that you understand some of this library's policies about accessing resources as well as the financial penalties the library must enforce if books are returned late or lost.

**LOAN PERIODS:** 2 weeks.

**LENDING LIMITS:** 5 items.

**PENALTIES:** \$5.00 per day for overdue recalled books.  
\$150.00 per book for lost books.

For more information on USC Libraries' access and lending policy, please visit the following web address [http://www.usc.edu/libraries/about/lending\\_policies/](http://www.usc.edu/libraries/about/lending_policies/).

Your signature verifies that you have read the program information and that you understand the privileges and procedures for USC Libraries' Advanced Placement (AP) and International Baccalaureate (IB) Diploma Programme (DP) Student Program. You agree to assume financial responsibility for any lost, damaged, or overdue library materials.

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

(NOTE: Photocopied signatures will not be accepted.)