Eligibility Requirements for Alumni Faculty Otis Library privileges

Location:
Millard Sheets Library
Ground floor of the Residence Hall
9045 Lincoln Blvd.
Los Angeles, CA 90045

Check the Millard Sheets Library web site for hours and online library resources.

Requirements

Alumni Faculty borrowers (from now on referred to as “you” or “your”) must have worked full time for Otis College of Art and Design for a full five years before ceasing employment in good standing with Otis College of Art and Design and the Millard Sheets Library.

Former faculty who meet this requirement must first notify Human Resources of their desire to obtain privileges at the Millard Sheets Library. Human Resources must verify that you meet the stated requirements and then must approve your eligibility in writing by email to the library Circulation Manager before your access to the library will be considered.

Once approved, you may apply for library privileges at the Library Circulation desk during the hours of 7:30am and 3:00pm Monday-Friday excluding holidays.

You must sign the agreement and adhere the special Alumni Faculty borrowing guidelines established by the Library in order to obtain valid privileges. The contract will list the regulations, but you can also find them on the library website under the “Services and Policies” tab, here.

Once the contract is signed, you will have access during regular Library hours for one year.