Eligibility Requirements for Library access for General Extension Certificate Students

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

General Extension Certificate Students (from now on referred to as “you” or “your”) must be registered in the current semester as an Extension “Certificate” student and be in good standing with Otis College of Art and Design and the Millard Sheets Library.

You must first notify Extension of your desire to obtain privileges at the Millard Sheets Library. Extension 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 General Extension Certificate Students 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.

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Checkout Policy for General Extension Certificate Students.

Please read the regulations before signing the agreement.

Library cards are not transferable.
All basic Library behavior policies (found online) remain in effect.

Policies that apply specifically to Certificate Students are as follows.

- You may borrow up to three items at any one time.
- You may borrow books for two weeks.
- Your renewal period for books is two weeks, assuming there are no requests pending.
- You may renew books only once.
- You may borrow videos/DVD for one week.
- Your renewal period for videos is one week, assuming there are no requests pending.
- You may renew videos/DVD only once.
- You may borrow items from the Materials Collection for one week.
- Your renewal period for items from the Materials Collection is one week.
• The library’s contract with subscription database vendors prohibits your off campus access to subscription databases.
• Under Otis/LMU contract, your privileges do not include access to LMU circulation.
• Special Collections items and Artists’ books may only be viewed between the hours of 11am and 5pm.
• You may place a hold on books that are charged out to students or current faculty. However, such holds are subject to cancellation if the material is required for student or current faculty use.
• If you do not return library materials within the scheduled loan period your borrowing privileges will be suspended until the material is returned or renewed.
• Library charges, overdue fines, fines for lost or damaged material and processing fees are payable by the borrower. Borrowing privileges will not be restored until material is returned, renewed or replaced, and all outstanding fines and charges have been paid.
• There will be no grace period for overdue fines.
• Overdue fine for books is $.25 per day (does not include weekends or holidays).
• Overdue fine for videos is $1.00 (does not include weekends or holidays).
• Overdue fine for Materials Collection items is $.25 (does not include weekends or holidays).
• In the event library material is lost or damaged, regardless of the reason, you will be held personally liable for replacement of the material, and reinstatement of membership privileges will not be considered until full compensation has been made for the replacement cost of said material and other charges incurred and recorded on your account.
• Non-return of library material constitutes a debt to the Otis College of Art & Design.
• Records and account delinquencies that are unresolved within 90 days, will be turned over to the Finance Department for collection and settlement at the College’s discretion and your will forfeit all future privileges.
• The Library reserves the right to cancel or refuse memberships with the approval of the Library Director.

These policies are subject to change without notice. Please check back here frequently for changes.

You will find more information here, and here.