



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT C

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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 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.)



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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: _____

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.



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



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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: 10 items.

PENALTIES: \$ 0.25 per day per book for overdue books
\$ 5.00 per day for overdue recalled books
\$70.00 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/.

Your signature verifies that you have read the program information and that you understand the privileges and procedures for USC Libraries' AP and IB 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.)