

Updated 2/6/2016

Studio School Library
Studio School
1201 West 5th Street, Suite F-10
Los Angeles, CA 90017
Phone: (800) 762-1993
email: info@studioschool.com

Studio School Library Policies

Studio School's Library is here to provide fair and equal information access for all patrons of the Studio School community. It is a place to commune, discuss, and socialize. It is a safe place where you can feel free to ask your librarian almost anything, library-related or not.

The collection is designed for the needs of our unique educational and artistic community. You will be able to find inspiration from the masters and industry professionals, technical methods and tips, and a whole lot more. We encourage you to explore the collection to find unique and fun volumes for your school work, professional life, and personal fulfillment and curiosity.

This introduction to the Studio School Library is designed to help familiarize you with the kinds of materials in the collection, how to locate them, and how to borrow them.

MISSION STATEMENT

Studio School Library strives to serve our user community by providing access to a growing collection of circulating and reference materials. The library contributes to the mission of the institution by providing resources that inspire creativity and enrich the academic community. A library is not only a physical space, but also a virtual space where the community can interact, create, and collaborate.

POLICIES

I. Circulation Policy

The circulating collection is open to all Studio School students currently enrolled in coursework, and faculty and staff under contract and/or employment. Requests for Interlibrary loan will be evaluated and decided on a case by case basis by the library director.

Studio School Library houses a variety of items. These different items have an equal variety of policies that apply to their use. Some can be checked out by patrons, while others can only be used in the library. Different kinds of patrons also have different levels of access and different windows of time to check out materials.

The following section will explain the different item types and their circulation rules.

Books

Printed, bound, and decorated with beautiful cover art, our books contain inspiration, instruction, and just plain interesting content. At the same time, they serve as physical examples of design, layout, and typography.

- Students may check out books for one (1) week, and are allowed one (1) renewal per book. A student may check out a maximum of ten (10) books at one time.
- Faculty may check out books for a period of thirty (30) days with no renewals permitted. A faculty member may check out a maximum of ten (10) books at one time.

Course Reserves

Faculty may choose to put materials from the collection in the Course Reserves section. Doing so guarantees that a copy of a resource for a class will be on campus at all times, and wait times for the resource are fair.

- Students may check out a course reserve resource for two (2) hours of on campus use with no renewals permitted. A student may check out a maximum of one (1) course reserve resource at a time.
- Faculty may check out a course reserve resource for two (2) hours of on campus use with no renewals permitted. A faculty member may check out a maximum of one (1) course reserve resource at a time.

Movies

Visual recordings such as VHS tape and DVD are available by request. To access visual recordings, please contact the librarian.

- Students may check out movies for one (1) week with 0 renewals permitted. A student may check out a maximum of two (2) movies.
- Faculty may check out movies for one (1) week with 0 renewals permitted. A faculty member may check out a maximum of three (3) movies.

Periodicals

The library houses many different magazines and periodicals. Periodicals are non-circulating, meaning they cannot be checked out. Periodicals are easily accessible for use in the library and classrooms, but we request they not leave Studio School's campus.

Reference Works

Reference works are non-circulating, meaning they cannot be checked out. Reference works are shelved separately from the circulating stacks. They are easily accessible for use in the library and classrooms, but we request they not leave Studio School's campus.

Special Collections

The Special Collections department features resources that have been deemed rare or unique. These materials are non-circulating and are available by appointment only. To request access to special collections materials, contact the librarian.

II. Overdue Fees Policy

Patrons with overdue materials will be charged fifty cents (\$0.50) per day past the due date.

III. Replacement Fees Policy

If overdue materials are not returned after thirty (30) days past the due date, the materials will be considered lost, and the patron will be charged all accumulated overdue fees, the value of the resource, and a fifteen dollar (\$15.00) replacement fee. Failure to tender payment for lost materials will result in a patron's inability to graduate, register for classes, and check out more materials, among other administrative penalties.

IV. Collection Policy

Studio School Library is dedicated to growing and maintaining its collection of text and digital resources to best serve our user community. The library will pursue resources that are deemed pertinent to the overall culture of the organization's mission. These resources include those related to courses offered, materials relating to professional development, materials related to the overall world of art, commercial art, performance, and materials designed for the pursuit of general studies degrees. Works to be accessioned are researched and approved by the library staff and school administration. Suggestions are welcomed, and may be made via Studio School email or direct request. The Library does not make purchases for any individuals; all orders are for the benefit of the institution.

V. Donations Policy

Studio School Library is happy to consider donated materials for the collection. Donations will be accepted if the materials are deemed consistent with the Collection Policy, and are in acceptable physical condition. If a donation is not approved, it will be returned to the donating party.