

Graff Medical & Scientific Library Use Policy

The Graff Library's primary purpose is to support the information needs of the City of Hope community. The use of the library is restricted to activities that uphold the clinical, scientific, and educational objectives of the institution.

The library is open from 8 am – 6 pm, Monday – Friday. City of Hope employees, volunteers, and visitors with official business on campus may use the library during regular business hours. After-hours use is restricted to those with a City of Hope employee badge.

Affiliates

City of Hope affiliates are welcome to use the library and its collections, access the computer lab, and check out materials. All work-related printing and copying is free; personal printing and photocopying is permitted, but users are required to pay 5¢/page for black & white, 25¢/page for color. After-hours access is provided via the badge reader located on the door nearest the Hilton building.

Visitors

All visitors must have official business on campus. Incidental computer use related to City of Hope patient care is permitted. For example, a City of Hope patient or relative may use the library computers to conduct health research, communicate with family, or arrange travel. Printing and photocopying is permitted but users are required to pay 5¢/page for black & white, 25¢/page for color.

As the library is part of the City of Hope workplace, children under 16 years of age must be accompanied by an adult, large groups are discouraged, and professional conduct is expected. Users who are disruptive or otherwise inhibit the conduct of City of Hope related business will be required to leave. Visitors may use the library only during regular business hours.

Those who are seeking a less restrictive library environment should visit the County of Los Angeles Public Library's Duarte branch, located at 1301 Buena Vista St, approximately 1 mile from City of Hope.

Related City of Hope Policies

All library users must comply with City of Hope policies including, but not restricted to:

- Computer Use Policy
- Visitors in the Workplace
- Copying Copyrighted Work

To view these policies, select the Policy & Procedures link on the City of Hope Intranet.