

Alumni Privileges and Application Information 2009-10

Building Access

We now offer two ways to enjoy unescorted access to the Conservatory's public spaces and library.

1. Have yourself added to the Priority List so you will only need to present a photo ID each time you arrive at the Conservatory. To be added to the Priority List please fill out the application form and submit it to Michael Williams or Christopher Basso in the Advancement office (Room 414) or by fax to 415-503-6288.
2. Arrange a visit in advance with any current badge holder (such as a student, faculty or staff member). Have the badge holder sign you in and you will be issued a one-day pass.

Non-accessible areas:

- Practice rooms and classrooms
- Faculty studios, except for lessons/coachings
- Alumni are not allowed to teach privately in the building
- Computer Lab

Practice Rooms

Please note that, due to space constraints, we are unable to extend practice room privileges to alumni. All questions regarding this policy should be directed to Seth Ducey (415-503-6257) or Lauren Brown (415-503-6241) in the Concert Office.

Library Privileges

You may use the Library without paying a fee. However, if you wish to check out Library materials, you will need a library card, which requires a one-time payment of \$50. Alumni will be charged fines for late returns and lost materials according to Library policy; this amount will not be deducted from the \$50 fee. To apply for a library card please fill out the application form and submit it to Michael Williams or Christopher Basso in the Advancement office (Room 414) or by fax to 415-503-6288.

Library Policies

Hours: Mon.-Thurs. 8:30 am -9 pm; Fri. 8:30 am -5 pm; Sat. 9 am-3 pm; Sun. 12 - 7 pm

For Summer hours please visit the website at www.sfcm.edu/departments/library.aspx

- Books and scores may be checked out for two weeks and are not renewable
- Alumni may check out a total of three titles at any given time
- Media (CDs, DVDs. Etc.) -library use only
- Use of the listening stations.
- Alumni with fines due will not be allowed to check out materials
- Interlibrary Loan services are not available

Alumni ID Cards

Alumni ID cards are being discontinued. If you have a card, please submit it to Security in exchange for a library card. No additional payment will be required.



**ALUMNI APPLICATION FOR
BUILDING ACCESS OR LIBRARY CARD**

Please fill out the information below to apply for the Priority List or for a Library Card:

Name _____

Address _____

Email _____ Phone Number _____

Year Graduated _____ Degree / Instrument _____

_____*Please contact me about volunteer opportunities at the Conservatory. (optional)*

Payment Information (for Library Card only):

No personal checks or cash will be accepted

Credit Card Type: MasterCard Visa American Express Discover

Name (as it appears on the credit card): _____

Credit Card Number _____ Exp. Date _____

Signature _____

I _____ (print your name):

-agree to have my credit card charged \$50 for a library card should my application be approved.*

*-have read and understand the **Alumni Privileges and Application Information** and will abide by these policies.*

Signature _____ Date _____