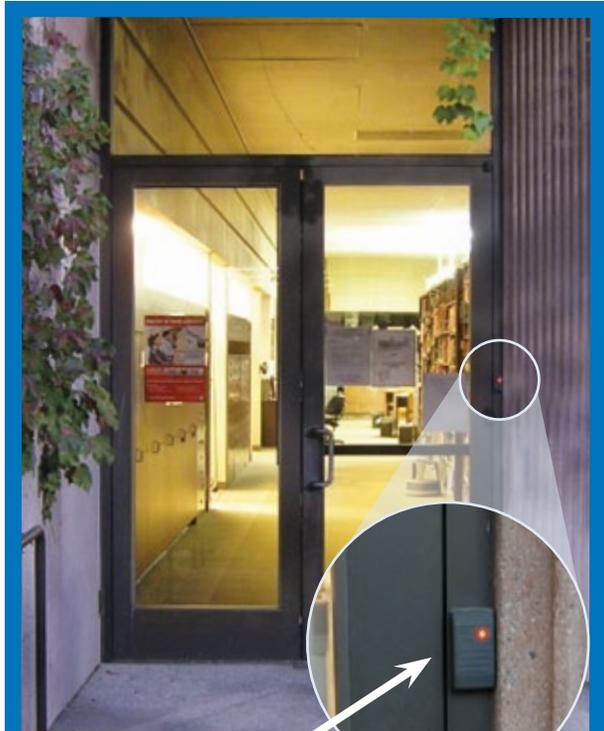
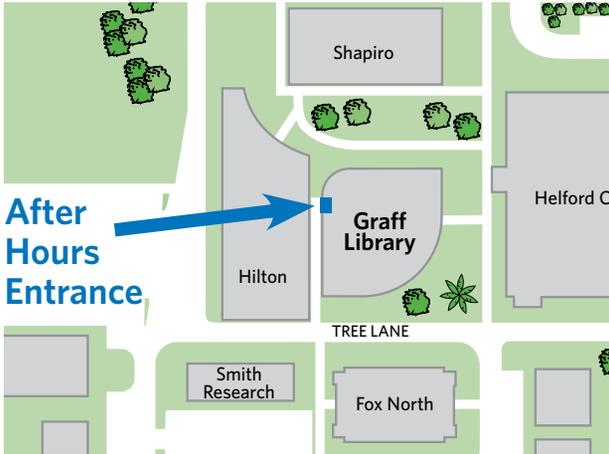
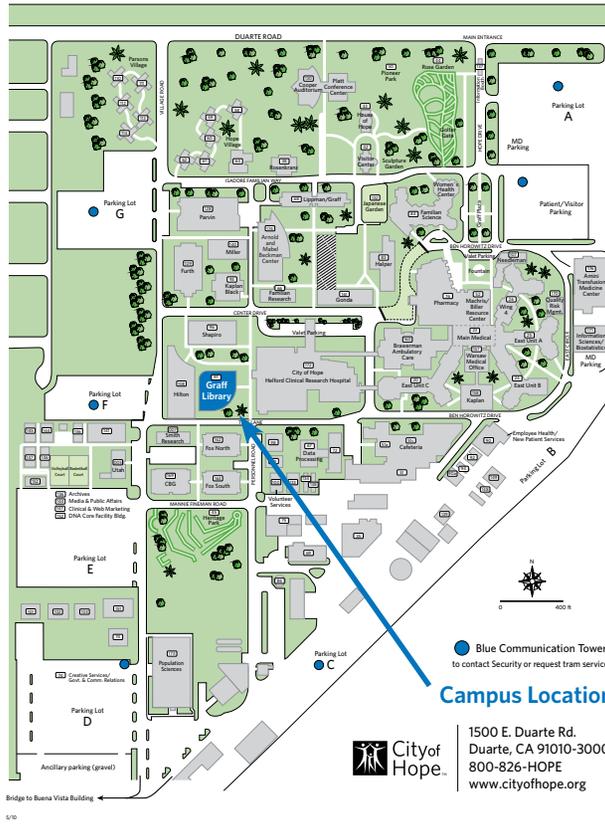


Entering After Hours



Swipe your employee badge here

Lee Graff Medical and Scientific Library



Blue Communication Tower to contact Security or request tram service



1500 E. Duarte Rd.
Duarte, CA 91010-3000
800-826-HOPE
www.cityofhope.org

City of Hope
1500 E. Duarte Road
Duarte, CA 91010-3000
www.cityofhope.org/library
Phone: 626-301-8497
Fax: 626-357-1929



Graff Library After Hours

www.cityofhope.org/library



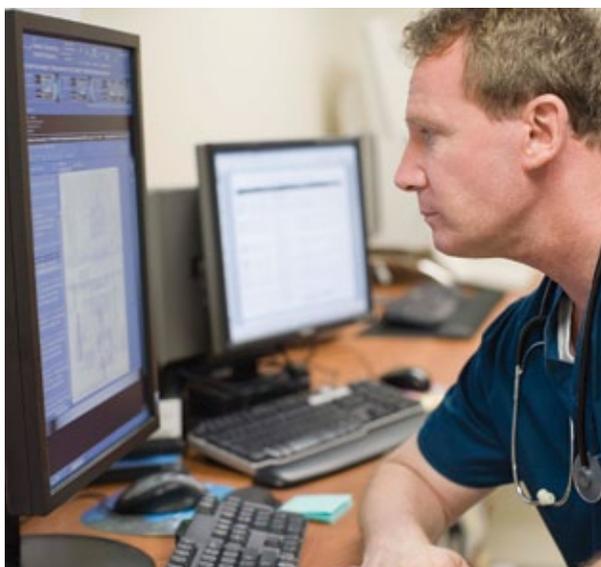
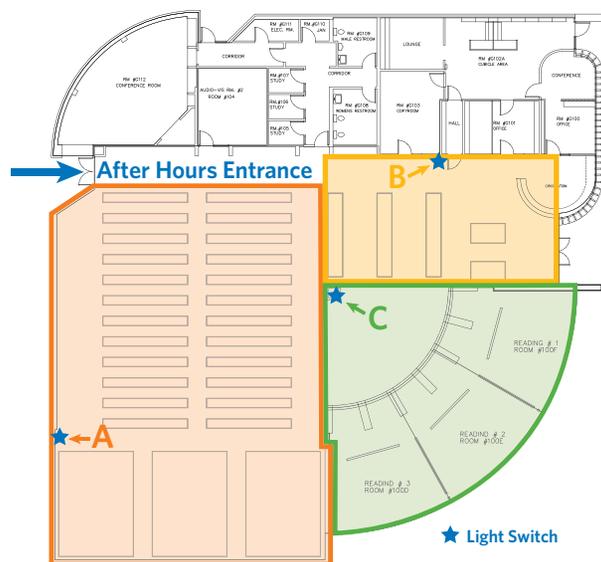
The library is staffed Monday through Friday from 8 a.m. to 6 p.m., but City of Hope staff and students may access the library anytime. Please request after hours library access by contacting Security at 626-256-4673, ext. 62006.

To enter the library outside of business hours swipe your employee badge at the west door, located off the walkway between the library and Hilton building. Contact Security if you are unable to access the library using your badge, or if you observe inappropriate or suspicious behavior.

Lights

If you are the last to leave, please turn off the lights. Light switches are located:

- A.** On the west wall between the journal and compact shelving areas
- B.** In the lobby, near the copy room and water cooler
- C.** On the pillar in the center of the library nearest the reading rooms



Using Computers

The computer lab and computers in the lobby are available after hours.

Photocopying and Printing

Photocopying and printing are free for work purposes. If you are printing or copying for personal use, please pay five cents for each page. Deposit your payment in the box at the front desk.

Checking Out Books

Print your name and extension on the book card inside the front cover of the book and leave the card in the black box at the front desk. Make a note in the book of the due date, which is two weeks from the check-out date.

Please do not check out:

- Journals (loose or bound)
- Reference books
- Any items marked “Library Use only”

If you have never filled out a library card application, please complete the Graff Library Book Check-Out Application. Copies are located next to the black box at the front desk.



Suggestions or Comments?

For questions, concerns, suggestions, or anything else, please contact us at 626-301-8497, e-mail library@coh.org, visit our website, or stop by in person. We want to hear from you!