

Leatherby Libraries Pick-Up Service

A “library pick-up” service will be offered during the Fall 2020 semester to provide current students, faculty, and staff with the ability to checkout circulating, physical items from the Leatherby Libraries. This service is only available to current students, faculty, and staff with permission from Chapman University to be on campus to pick-up requested library items from the Leatherby Libraries.

To request an item please follow the instructions listed below.

Items from the Circulating Collection only:

Library patrons (current students, faculty, and staff) may locate items in the online library catalog and use the “Place a Hold” feature to request an item. Patrons will be prompted to enter their name, University ID number, and library PIN to authenticate and complete the request.

Circulation staff will receive the request and page the items from the library collection. Once the items have been retrieved, an email will be sent to the patron containing the following information:

- Patrons will be informed that their items can be picked up anytime the library is open.
- Patrons will be informed that when they come to the campus they must follow campus entrance protocols (see Chapman University requirements at <https://cusafelyback.chapman.edu/return-to-campus-process-for-one-time-visits/>; <https://cusafelyback.chapman.edu/return-to-campus-process-for-staff-faculty-and-graduate-research-students/>).
- Patrons will need to provide their University ID card to checkout the library items. Patrons can also display their digital barcode using the MyLibrary! application in place of the University ID. No other form of identification will be accepted.
- Patrons are reminded that they must exit the library after picking up their library items. Patrons can only remain in the library if they have reserved a study space.

Items in the Course Reserve Collection: (Place a Hold feature does not function for these items)

Items that have been placed on physical course reserve by an instructor for the Fall 2020 semester can only be checked out at the Circulation Desk. These are the current limits and checkout times for all items on course reserve:

- Patrons will be limited to a maximum of three course reserve items checked out at one time.
- Course reserve items must be returned in the outside book drop located next to the Wells Fargo Stage entrance doors.
- Any course reserve item that circulates will be placed in quarantine upon return for a minimum of 24-hours to 72-hours.

- Patrons will need to provide their University ID card to checkout the library items. Patrons can also display their digital barcode using the MyLibrary! application in place of the University ID. No other form of identification will be accepted.
- Patrons are reminded that they must exit the library after checking out a course reserve item. Patrons can only remain in the library if they have reserved a study space.

Items from the Limited Access Collections including the Huell Howser Archives, the Center for American War Letters Archives, the Frank Mt. Pleasant Library of Special Collections and Archives, and the Sala and Aron Samueli Holocaust Memorial Library are generally prohibited to circulate and will require permission. (Place a Hold feature does not function for these items)

- Patron emails a list of items containing Titles and Call #'s (or other identifying information) to the Circulation Department email account at libcirc@chapman.edu.
- A Circulation staff member will email the requested item(s) to the librarian responsible for the collections to approve the request.
- Once a request is approved or the items have been pulled by Special Collections staff, steps from above will be followed to contact and distribute materials or initiate other arrangements.

Interlibrary Loan requests for articles and online documents will continue to be available and unlimited. Requesting of physical Interlibrary Loan items will be limited through the end of December 2020.

Limits for requesting interlibrary loan items are as follows:

Faculty – 20 requests for Orange Campus pick-up / Document Delivery limit is 10

Doctoral Student – 10 requests / Document Delivery limit is 10

Undergraduate & Graduate Student – 5 requests / Document Delivery limit is 5

Staff – 5 requests / Document Delivery limit is 5

If you have any questions, please contact the Circulation Department at libcirc@chapman.edu or call (714) 532-7723.

Technology equipment loans from IS&T:

Technology equipment loan requests from current students, faculty, and staff may be requested through the IS&T Service Desk via email at servicedesk@chapman.edu with an explanation of need and duration of the loan. Note, given the demand and limited supply, IS&T reserves the right to prioritize the provision of equipment to students, faculty, and staff – in that order.

IS&T staff will receive the request and provide further instructions once the request is approved. IS&T will gather the items from their inventory. Once the items have been retrieved, an email will be sent to the requestor containing the following information:

- Requestors will be informed that they can pick-up their equipment anytime the library is open.
- Requestors will be informed that when they come to the campus they must follow campus entrance protocols (see Chapman University requirements at <https://cusafelyback.chapman.edu/return-to-campus-process-for-one-time-visits/>; <https://cusafelyback.chapman.edu/return-to-campus-process-for-staff-faculty-and-graduate-research-students/>).
- Requestors will need to provide their University ID card to pick-up the equipment. Requestors can also display their digital barcode using the MyLibrary! application in place of the University ID. No other form of identification will be accepted.
- Requestors are reminded that they must exit the library after picking up equipment. Requestors can only remain in the library if they have reserved a study space.