



Leatherby LibrariesOne University Drive Orange, CA 92866



Tel: 714-532-7756 www.chapman.edu/library



Welcome to the Chapman University Leatherby Libraries

To enjoy your Leatherby Libraries privileges, here are the circulation services policies to inform and guide you!

Alumni may register for a library account with the Leatherby Libraries. To obtain borrowing privileges, alumni will need to present a state or government issued picture ID and provide their home address, telephone number, and a non-Chapman email address.

The library does not provide a physical library card. Alumni are required to provide a government issued picture ID in order for the library to perform any circulation transactions. No other form of identification will be accepted.

Report any changes of address, telephone number, and/or other information to ensure the accuracy of your library account.

All library notifications are sent to the email address you provided when the alumni account was created.

You are responsible for all items checked out on their library account.

Report any damage (torn pages, highlighting, water damage, writing, etc.) to items or missing media at checkout to avoid being held responsible.

A receipt will be emailed at the time of checkout indicating a due date for borrowed items. You can view your checked out items by accessing your <u>library account</u> on the Leatherby Libraries website.

Any outstanding balance or overdue item may prevent you from renewing or borrowing additional items. This may also prevent you from accessing study rooms.

Book drops are located outside of the building and inside the lobby of the library for your convenience. The outside book drop is accessible 24 hours a day.

For Leatherby Libraries hours of operation and schedule variations, including hours for the Reference Desk and the Chapman IS&T Service Desk, please visit the Hours page on the library website or call (714) 532-7756.

Alumni wanting to utilize the reservable rooms in the Leatherby Libraries must register for a library account by visiting the Circulation Department in person. Once an Alumni account has been registered, Alumni can request to use a room for a maximum checkout time of two hours. Future reservations or requests to reserve a room by telephone or email will not be accepted.





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Media Equipment

Media Equipment refers to media items that can be checked out at the Circulation Desk. This includes calculators, charging cables, headsets, and whiteboard markers. Checkout is limited to 3 media items at a time. Multiples of the same media item may not be checked out. Media items may be checked out for a maximum of 6 hours and cannot be renewed. They cannot be checked out overnight.

Media Equipment returned late will accrue hourly overdue fines; returning more than 24 hours past the due time will result in a suspension of Media Equipment check-out privileges.

Item Paging and Placing Holds

You can request an item to be paged from the library circulating collections by submitting a request in the catalog. If the item needed is currently checked out, submit a request in the catalog to be added to the hold queue. Once the request has been processed, you will be notified via email when the item is ready to be picked up. Items are held at the Circulation Desk for 3 days. If the item is not picked up within the 3 day hold period, the item will be moved to the next person in the queue or returned to the library's collections.

To request an item, locate the item in the library catalog then click on the "Place a Hold" link at the top of the page. You will need to enter your name, Chapman ID number, and PIN to place the request. Please note that the "Place a Hold" feature does not function for Limited Access items.

Renewals

You can renew most items in person, online through your <u>library account</u>, or by calling the Circulation Desk at (714) 532-7723. Items cannot be renewed if they have reached the maximum renewal limit or are requested by another patron.

You are responsible for keeping track of all new due dates; only system posted due dates are valid.

Recalls

Items needed for Course Reserves can be recalled at any time and must be returned immediately. If you have an item that has been recalled, you will receive an email notifying you of the recall and adjusted due date.

Failure to read the notification email does not remove your responsibility for returning the item by its new due date. Returning a recalled item late will accrue daily overdue fines.





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Billing and Fine Payments

You are responsible for all replacement and overdue fees that may result from late returns, damage to items, or lost/stolen items.

You can view your outstanding balance by accessing your <u>library account</u> online or calling the Circulation Desk at (714) 532-7723. You can pay a balance by using the <u>Fine Payment</u> feature on the Leatherby Libraries website. All fines and fees must be paid in full in order for borrowing privileges to be restored, including access to reservable rooms.

Returning Billed Items

If you return an item that is currently billed on your library account, you will no longer be responsible for the replacement fee. A \$5 overdue fine will remain on your account for each billed item that is returned.

Replacing Billed Items

You may choose to replace a billed item by purchasing a replacement copy. You must notify the Circulation Desk that you are opting to do so; in some cases purchasing a replacement copy will not be an option. The replacement copy must match the billed item's ISBN and must be in new or almost new condition.

If the purchased copy is accepted for replacement, all fees for the item will be removed from your library account.

Refunds

When you return a lost item that you have already paid for, you may be refunded the total replacement fee. Returns will only be accepted if payment for the item was made within the last 30 days and the item is not damaged. A refund check will be mailed to the address on file.

After 30 days from the original payment date, you are no longer eligible for a refund and cannot return lost and paid items.





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CHECKOUT PRIVILEGES

- Maximum of 10 items checked out
- Maximum of 5 active hold requests

Item Checkout Times & Renewal Limits

- ⇒ Books & Oversize Books from the circulating collections
 - ♦ 2 weeks with 1 renewal
- ⇒ Audio/Visual Items from the circulating collections
 - ♦ 2 days with 1 renewal
- ⇒ Media Equipment
 - ♦ 6 hours with no renewals (does not checkout overnight)
- ⇒ Interlibrary Loan
 - No checkout
- ⇒ Course Reserve Items
 - ♦ No checkout
- ⇒ Collected Works
 - ♦ 3 days with no renewals
- ⇒ Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Thesis, Periodicals, Reference, & Research Projects
 - ♦ Limited Access (Checkout requires approval from a Reference Librarian
- ⇒ Center for American War Letters Collection, Huell Howser California's Gold Collection and the Frank Mt. Pleasant Library of Special Collections and Archives
 - ⋄ Limited Access (Checkout requires approval from a Reference Librarian
- ⇒ Sala and Aron Samueli Holocaust Memorial Library
 - Limited Access (Checkout requires approval from a Holocaust Library staff member)





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REPLACEMENT FEES

The library does not charge daily overdue fines for items from the general circulating collection. You will have 14 days past the due date of a borrowed item to return or renew without penalty. Failure to return or renew by the 14th day will result in the item being assumed lost and billed for replacement.

The following high demand items are subject to overdue fines and are not renewable:

- Media Equipment
- Limited Access Items

- Recalled Items
- Reservable Room Keys

All hourly checkouts accrue fines for any part of the hour past the due time

- \$1 Overdue fine per hour, to a \$5.00 maximum late fine per Limited Access item
- **\$1** Overdue fine per hour, to a \$5.00 maximum late fine per Media Equipment item
- **\$1** Overdue fine per day, to a \$5.00 maximum late fine per recalled item
- \$2 Overdue fine per hour, to a \$5.00 maximum late fee per Reservable Room Key
- \$5 Minimum fee for damage to an item up to the full replacement cost of the item
- \$5 Maximum overdue fine for return of a billed item
- \$15 Replacement fee for lost/damaged Reservable Room Key

Replacement charge for a lost/damaged item includes: Cost of Item + \$5 billing fee