

CHAPMAN
UNIVERSITY
LEATHERBY LIBRARIES

**LIBRARIAN
CIRCULATION
POLICIES**



Leatherby Libraries
One University Drive
Orange, CA 92866



Tel: [714-532-7756](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!

A Librarian's Chapman University ID card is required in order for the library to perform any circulation transactions. The University ID may only be used by the person to whom the ID is issued and is not transferable. No other form of identification will be accepted.

For username, password, blackboard access, e-mail access, or other technical support questions, faculty can contact the IS&T Service Desk at (714) 997-6600 or email servicedesk@chapman.edu.

All Library notifications are sent to the university issued Chapman email account.

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 [library account](#) on the Leatherby Libraries website.

Any outstanding overdue item may prevent you from renewing or borrowing additional items. This may also prevent you from accessing study rooms, interlibrary loan items, and course reserves.

Return all items to the library from which they were borrowed (Leatherby Libraries, Hugh & Hazel Darling Law Library, or Rinker Health Sciences Study Commons). Items are not considered returned until they reach their correct destination. 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.

There are 21 rooms located throughout the Leatherby Libraries that can be reserved up to 7 days in advance. Faculty wanting to access the Leatherby Libraries' reservable rooms must sign into the [Room Reservation system](#) with their Chapman username and password. For assistance with signing into the study room reservation system, call the Circulation Desk at (714) 532-7723.

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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.

Course Reserves

Course Reserves are physical supplemental materials provided by faculty or materials pulled from the library collections in support of course curricula. These items are identified as high-demand and circulate with a limited checkout period. For more information on [course reserves](#), please visit the library website.

Interlibrary Loan

The interlibrary loan service allows faculty to borrow books and journal articles from other lending institutions. For more information, please visit the [Interlibrary Loan](#) website.

Proxy Borrower

Librarians may designate a departmental, student or graduate assistant to serve as a proxy borrower. Proxy borrowers will be authorized to conduct library business on behalf of the faculty member. To complete a proxy borrower request, submit a request form to the Circulation Department. For more information about designating a [proxy borrower](#), please visit the library website.

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 login with your Chapman credentials. Please note that the "Place a Hold" feature does not function for Limited Access items.



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Renewals

You can renew most items in person, online through your [library account](#), 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 an item is recalled, an email notifying the current borrower of the recall will be sent including an adjusted due date. Failure to read the notification email does not remove your responsibility for returning the item by its new due date.

Billing and Payments

You do not incur overdue fines for items returned late. However, you will receive email notices as a reminder to return overdue items. Please return the items promptly or contact the Circulation Department for renewal.

Upon receipt of a bill for an item, you have a limited time to resolve the balance due by returning the item, renewing, or paying for replacement. All outstanding balances on your library account will prevent the use of library privileges until it is resolved.

Replacing Billed Items

You may choose to replace a billed item by purchasing a replacement copy. You must notify the Circulation Department 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, the replacement fee will be removed.

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, you are no longer eligible for a refund and cannot return lost and paid items.

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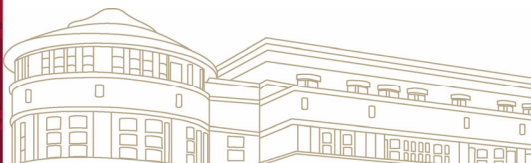
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CHECKOUT PRIVILEGES

- **Maximum of 100 items checked out**
- **Maximum of 25 active hold requests**

Item Checkout Times & Renewal Limits

- ⇒ Books & Oversize Books from the circulating collections
 - ◇ 16 weeks with 2 renewals
- ⇒ Audio/Visual Items from the circulating collections
 - ◇ 2 weeks with 2 renewals
- ⇒ Media Equipment
 - ◇ Limit of 3 items at one time (may not be more than one of the same item)
 - ◇ Checkout period is up to 6 hours (does not checkout overnight)
 - ◇ No renewals
- ⇒ Interlibrary Loan
 - ◇ As designated by lending library
- ⇒ Course Reserve Items
 - ◇ Limit of 3 items at one time
 - ◇ Checkout period designated by Professor
 - ◇ No renewals
- ⇒ 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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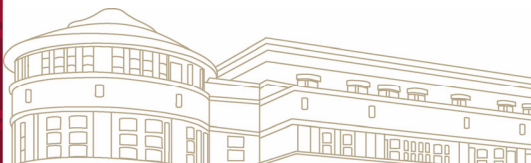
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REPLACEMENT FEES

You do not incur overdue fines for items returned late.

You are responsible for any replacement fees (cost of item) which may result from items not returned, damaged, lost, or stolen. This includes items obtained by interlibrary loan and the fees designated by the lending institution from which Chapman obtained them.

Upon receipt of a bill for an item, you have a limited time to resolve the balance due by returning the item, renewing, or paying for replacement. All outstanding balances on your library account will prevent the use of library privileges until it is resolved.

Replacement options are as follows:

- Pay the replacement amount (cost of item)
- You may choose to replace a billed item by purchasing a replacement copy. You must notify the Circulation Department 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 due condition. If the purchased copy is accepted for replacement, the replacement fee will be removed.

Damaged items (broken spine, highlighting, missing labels/barcode, torn pages, water damage, writing in item, etc.) will be assessed and charged at a minimum of \$5.00 up to the full replacement cost of the item.

Other fees:

\$15 Replacement fee for lost/damaged reservable room access key