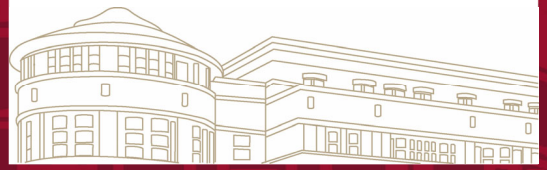
CHAPMAN UNIVERSITY

LEATHERBY LIBRARIES

GRADUATE STUDENT CIRCULATION POLICIES

Leatherby Libraries
One 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!

Your 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 students can contact the IS&T Service Desk at (714) 997-6600 or email servicedesk@chapman.edu.

Students must be enrolled in the current semester or academic term (including interterm and summer) to access library borrowing privileges.

All library notifications are sent to University issued Chapman email accounts.

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.

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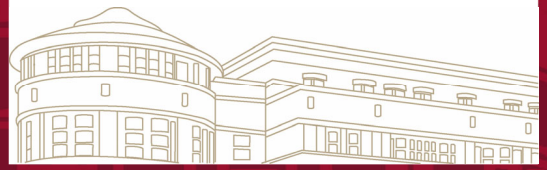

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Media Equipment

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 are identified as high-demand items and circulate with a limited checkout period. Course Reserves returned late will accrue hourly overdue fines. Return course reserves to the Course Reserves book-drop at the Circulation Desk.

Interlibrary Loan

The interlibrary loan service allows students to borrow books and journal articles from other lending institutions. Visit the Interlibrary Loan website for more information.

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.

Room Reservations

There are 21 rooms located throughout the Leatherby Libraries that can be reserved up to 7 days in advance. Students 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 room reservation system, contact the Circulation Desk at (714) 532-7723.

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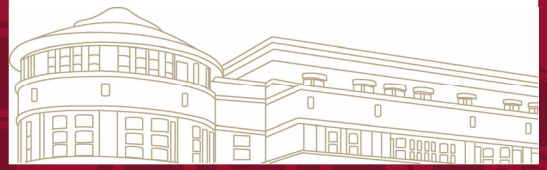

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Renewals

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 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.

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. This includes items obtained by interlibrary loan and the fees that are designated by the lending institution from which the Leatherby Libraries 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.

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

Office of Student Affairs

In an effort to support students during difficult times, the Leatherby Libraries and the Office of Student Affairs have developed a process to address needs relating to unforeseen life circumstances. Students can contract the Office of Student Affairs to seek assistance with a need regarding a library balance.

The Office of Student Affairs will make a recommendation to the Leatherby Libraries. The library will make the final determination regarding any balance adjustment or waiver.

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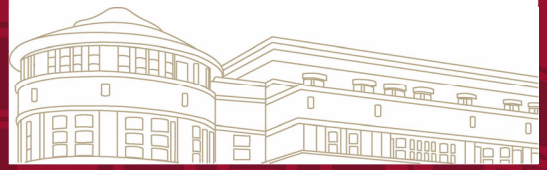

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Returning Billed Items

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.

Business Office Referrals

When students have unresolved debt on their library account, they will receive a Statement of Charges email. The email will notify students of the balance owed to the library and provide a date by which they need to resolve it.

If payment or payment arrangement is not made by the date stated on the Statement of Charges email, the balance owed will be forwarded to the University Business Office.

Failure to resolve referred balances may result in delays of future registration, as well as transcript holds.

Refunds

When you return a lost item that you have already paid for (including balances referred to the University Business Office), you may be refunded the total replacement fee. Returns will only be accepted if payment for the item or referral of the balance 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 or referral date, you are no longer eligible for a refund and cannot return lost and paid items.

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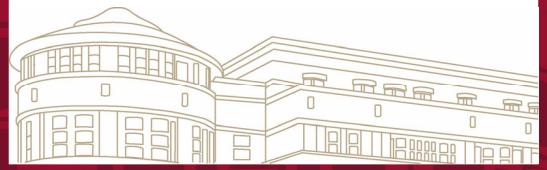

CHECKOUT PRIVILEGES

- **Maximum of 75 items checked out**
- **Maximum of 25 active hold requests**

Item Checkout Times & Renewal Limits

⇒ Books & Oversize Books from the circulating collections
- ◊ 8 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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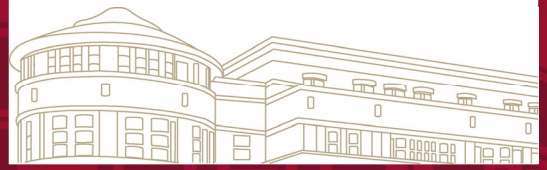

REPLACEMENT FEES

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:

- Course Reserves
- Limited Access Items
- Reservable Room Key Cards
- Laptops
- Interlibrary Loan Items
- Recalled Items
- Media Equipment

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

$1 Overdue fine per hour, to a $5.00 maximum late fine per Course Reserve item
$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 Interlibrary Loan 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 fine 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
$5 Initial overdue fine, $5 for each additional hour, to a $25 maximum late fine for a laptop
$15 Replacement fee for lost/damaged Reservable Room Key

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