

## Brandman University Library

### Borrowing Policies and Procedures

#### Eligibility

To be eligible to borrow materials, you must:

- Be a currently enrolled Brandman University student or
- Be currently teaching a Brandman University course or
- Be currently employed by Brandman University

#### Material Delivery

All physical materials are sent directly to the home address you provided. Changing your address with Brandman Student Services does not change the address on your Interlibrary Loan account. You are responsible for reporting changes of address, telephone number, and/or other information to the Brandman University Library Assistant at (800) 344-5756 Ext. 1 to ensure accuracy of your record.

You must use a Brandman University email address to use our services. Contact the Brandman IT Service Desk at (855) 553-3007 or [help@brandman.edu](mailto:help@brandman.edu) if you do not know your email address.

Note: The Leatherby Libraries does not ship materials to addresses outside of the United States.

#### Lending Policy

- Books from the Leatherby Libraries will not be loaned by mail two weeks prior to the end of the term.
- Article requests will not be processed three days prior to the end of the term.
- Interlibrary loans will not be processed three weeks prior to the end of the term.

*Brandman University Staff, Administrators, and Full-Time Faculty are excluded from the above policy.*

**Please note that you must be enrolled or currently employed in the next term to request items beyond the dates above.** To request items after the dates noted above, before submitting an interlibrary loan request, please contact the Brandman Library Assistant at (800) 344-5756 Ext. 1.

#### Brandman University ID Card (Library Card)

Your Brandman University ID card, which functions as your library card, is only needed if you plan to visit the Leatherby Libraries in person. You must obtain your Brandman University ID Card prior to visiting the Leatherby Libraries.

## Obtaining Your Brandman University ID Card (Library Card)

To obtain a Brandman University ID card, please visit your My Brandman page. For further assistance, please email [help@brandman.edu](mailto:help@brandman.edu).

If you plan to visit the Leatherby Libraries to check out books, you **must** contact the Brandman University Library Assistant at (800) 344-5756 Ext. 1 prior to your visit to ensure that your library account is active. The Brandman Library Assistant is available between the hours of 8 a.m. and 5 p.m. Monday through Friday.

You must present your Brandman University ID for any Circulation transaction performed in person at the Leatherby Libraries. No substitutes will be accepted.

## Responsibility

You are responsible for all items checked out on your account. You are responsible for all fines, fees, replacement costs, and charges that may result from overdue returns, damaged, lost, lost in transit, or stolen items, including those obtained by Interlibrary Loan. Library accounts are not transferable. You are responsible for returning the items you checked out by the due date.

## Checkout Limits

You may have up to 50 items checked out at any given time. Requests for materials submitted after the 50 item limit will not be processed, and no additional materials will be checked out to you until some/all materials are returned. The checkout of audio/visual items is restricted to 5 items at any given time. Any audio/ visual requests made after this limit has been met will not be processed. Some of our collections are unavailable to request through the delivery service due to shortened checkout limits. These include our Reserve Collection, McNaughton Collection, or any other items that have special, shortened checkout limits that cannot be mailed.

Any outstanding fines or overdue materials will prevent you from further borrowing. For more information about checkout limits please see the [Checkout Limits brochure](#).

## Renewing Books and Videos

You may renew Leatherby Libraries books and videos online by logging into your My Library Account or calling the Brandman University Library Assistant at (800) 344-5756 Ext. 1. Only you may request a renewal for the materials you borrowed. Items may only be renewed once. Items cannot be renewed if they are overdue or "on hold" for another patron. Items may be "recalled" by another patron and will not be renewed after a minimum use period.

## Recalls

Items needed for Course Reserve may be recalled at any time and must be returned immediately. If an item is recalled, you will be sent an email with the new due date. Failure to read your email does not remove your responsibility for returning the item by its new due date.

- You will be assessed a \$2.00 overdue fine per day, per recalled item to a \$10.00 maximum late fine per item.

## Holds

You can place a “hold” on any item that is currently checked out to another patron. Once a hold has been placed, the item cannot be renewed, and once returned, it will be set aside for the first person who placed the hold. Holds can only be placed on items checked out to other patrons.

## Placing a Hold

You may place a hold by using the Library catalog on the [Leatherby Libraries homepage](#). An item with a status of “DUE mm/dd/yy” may be put on hold. When you have pulled up the item record (click on the title until there is only one item listed on the page), look to the upper left for a link entitled “Place a hold.” Click the link, then enter your name and seven-digit barcode, which is your Brandman ID# (not your username and password).

Follow the instructions.

You will be notified by email when the item has been returned and available for check out. You need to contact the Brandman University Library Assistant at (800) 344-5756 Ext. 1 to tell us that you still want the item. If you do not respond within 5 days, the item will either be passed on to the next requester or re-shelved.

## Returning Materials

You are responsible for returning library materials by the due date. Materials are not considered returned until they are received at the Leatherby Libraries. Be aware that materials can take up to 7 business days in transit before they reach the Leatherby Libraries. Shipping days are factored into the checkout time, so fines will not be waived for items received late due to a delay in shipping. To ensure against late fees and replacement costs, retain the USPS Tracking Slip that includes a tracking number. You should keep it as a receipt in case items are lost in the mail.

## DO NOT RETURN ITEMS TO YOUR BRANDMAN UNIVERSITY CAMPUS

Mail items to:

Chapman University  
Leatherby Libraries  
Attn: Brandman University Library Asst.  
One University Drive  
Orange, CA 92866

## Interlibrary Loan

You may use Interlibrary Loan for books and articles NOT owned by Chapman University Libraries. You should be aware that it may take up to 2 weeks to receive these items at your home.

## Fines

You are responsible for all fines (non-refundable overdue charges), processing fees (non-refundable invoicing and re-ordering costs), and replacement fees (cost of item) that may result from overdue returns, damage to items, and lost or stolen items, including those items obtained through interlibrary loan (and the fees designated by the lending institution from which Chapman obtained them). All unresolved and/or unpaid charges will be referred to the Brandman University Student Accounts Office. A hold will be placed on your Student Account until the fines are paid.

### Fine Schedule:

- **\$ .25 cents** Overdue fine per day, per book to a \$10.00 maximum late fine per book
- **\$1.00** Overdue fine per day, per audio/visual item (audio tape, CD-Rom, DVD, music CD, video) to a **\$10.00** maximum late fine per item
- **\$1.00** Overdue fine per day, per Interlibrary Loan item to a \$20.00 maximum late fine per item
- **\$2.00** overdue fine per day, per recalled item to a \$10.00 maximum late fine per item
- **\$5.00** Minimum fee for damage to an item (broken spine, highlighting, missing labels/barcode, torn pages, water damage, writing in item, etc.) up to the full replacement cost of the item
- **\$5.00** Referral fee to the Business Office
- **\$20.00** Library processing fee for lost/damaged items

Replacement charges for lost/damaged books are assessed as follows:

- Cost of item (book, CD, DVD, tape, etc.) + \$20 processing fee + billing fee

To view your fines online, click on My Library Account on the [Leatherby Libraries homepage](#). Enter your name and seven-digit barcode, which is your Brandman ID# (not your username and password). You can view fines or check the status of any item checked out to you.

## Paying Fines

Please contact the Brandman University Library Assistant at (800) 344-5756 Ext. 1 to arrange payment for your outstanding library fines.

## Lost Item Refunds

If you recover an item that has been paid for as a lost item, a refund may be issued for the cost of the item only. Processing and billing fees are not refundable. To receive a refund, the item must be undamaged and returned to the Circulation Department within 6 months from the original payment date. Items will be evaluated before a refund is granted. Refund checks can take up to 30 days to be issued.