

Leatherby Libraries 'Document Delivery' Service

A limited 'document delivery' service will be offered during the Fall 2020 semester to provide current students and faculty with the ability to checkout circulating, physical items from the Leatherby Libraries and have the items shipped to their physical home address. This service is only available to current Chapman University students and faculty; and Brandman University students and faculty.

To request an item please follow the instructions listed below.

Items from the Circulating Collection only:

Document delivery service requests are limited to a maximum of five items through the end of December 2020.

Due to the nature of the dissertation process, document delivery service requests for Doctoral students are limited to a maximum of ten items through the end of December 2020.

Library patrons (current Chapman students and faculty) requesting document delivery service must reside outside of a 25-mile radius of the campus to be eligible.

Complete the following two-step process to initiate a document delivery service request:

Step 1: Locate items in the online library catalog and use the "Place a Hold" feature to request an item. Library patrons will be prompted to enter their name, University ID number, and library PIN to authenticate and complete the request.

Step 2: Library patrons must email the Circulation Department at libcirc@chapman.edu to request that their item(s) need to be shipped. This email must also include their current physical home address.

Circulation staff will receive the request and confirm that the address is eligible for document delivery. If the address is determined to be not eligible for document delivery service, library patrons will be directed to use the Curbside Pick-Up Service. If the address is determined to be eligible, the document delivery service process will begin.

Circulation staff will pull the items from the library collection. Items will be packaged and shipped to the patron's physical home address. All packages will include a return mailing label to be used when shipping the items back to the library.

The following items are ineligible for shipping through the Document Delivery Service: Physical course reserves; physical Interlibrary Loan items; and items from the Huell Howser Archives, the Center for American War Letters Archives, and the Frank Mt. Pleasant Library of Special Collections and Archives. Please see Curbside Pick-Up Service for additional details.

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