

**Welcome to the Leatherby Libraries!**



**Librarian & Library  
Administration  
Circulation Privileges**



**CHAPMAN  
UNIVERSITY**

**Leatherby Libraries**

## Using Your Library Account

Library accounts are automatically created for all Librarians and Library Administration members. Your Chapman University ID is required for all circulation transactions. You can check your library account on the [library website](#) and sign in using your Chapman credentials (single sign-on).

For username, password, Canvas access, email access, or other technical support questions, contact the IS&T Service Desk at **(714) 997-6600** or email [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu).

## Checking-Out Library Items

You are responsible for all items checked out on your library account. Report any damage to items (torn pages, highlighting, water damage, writing, etc.) or missing media at checkout to avoid being held responsible.

Upon check-out, a receipt will be emailed to you indicating the due date for your borrowed items.

## Returning Library Items

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 Leatherby Libraries and inside the lobby. The outside book drop is accessible 24 hours a day.

## Department Contact Information

<b>Cal Gold Exhibit &amp; Huell Howser Archives</b>	<a href="mailto:calgold@chapman.edu">calgold@chapman.edu</a>	<b>(714) 532-6088</b>
<b>The Center for American War Letters</b>	<a href="mailto:warletters@chapman.edu">warletters@chapman.edu</a>	<b>(714) 532-7788</b>
<b>Circulation Desk</b>	<a href="mailto:libcirc@chapman.edu">libcirc@chapman.edu</a>	<b>(714) 532-7723</b>
<b>Interlibrary Loan</b>	<a href="mailto:ill@chapman.edu">ill@chapman.edu</a>	<b>(714) 532-6025</b>
<b>Reference Desk</b>	<a href="mailto:libweb@chapman.edu">libweb@chapman.edu</a>	<b>(714) 532-7714</b>



## Media Equipment

Media Equipment refers to technology that can be checked out upon request at the Circulation Desk. This includes calculators, charging cables, headsets, whiteboard marker kits, etc. You may only checkout 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.

Returning Media Equipment 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 meant to support academic courses. They may be provided by faculty or pulled from the library collections. These are identified as high-demand items and circulate with a limited checkout period determined by the faculty creating the Course Reserve.

For more information on putting items on Course Reserve for your class, visit the [library website](#).

## Interlibrary Loan

Some items that are not available at the Leatherby Libraries can be requested through Interlibrary Loan. All requests and renewals will be done through the Interlibrary Loan website. For more information on Interlibrary Loans, visit the [library website](#).

## Proxy Borrower

Proxy Borrowers in the Leatherby Libraries are departmental employees, research, graduate, or student assistants who a faculty member authorizes to conduct library business on their behalf. You may designate a proxy borrower by filling out and submitting this [form](#).

All proxy borrowers must be an active Chapman affiliate.

For more information about designating a proxy borrower, please visit the [library website](#).

## Item Paging & Placing Holds

You can request an item to be paged from the library's circulating collections by submitting a request through the library catalog. Once the item is ready to be picked up, you will receive a notification via email. 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 it in the library catalog and then click the **Place a Hold** link at the top of the page. You will need to log in with your Chapman credentials (single sign-on). Please note that the Place a Hold feature does not function for Limited Access items, Course Reserves, or Media Equipment.

## Room Reservations

There are 22 rooms located throughout the Leatherby Libraries that can be reserved. To make a reservation and view additional information on the reservable rooms, go to the [Room Reservation website](#) and sign in with your Chapman credentials.

## Renewals

You can renew most library items in person, on the [library website](#), or by contacting the Circulation Department. Items cannot be renewed if they have reached the maximum renewal limit or are requested by another patron.

## Recalls

Items needed for Course Reserve 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 with the adjusted due date. Please return any recalled items promptly.

## Billing & Payments

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

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; fees for Interlibrary Loans are 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 it, or paying for a replacement. All outstanding balances on your library account will prevent the use of library privileges until they are resolved.

## Replacing Billed Items

You may choose to replace a billed item by purchasing a replacement copy. You must first notify the Circulation Desk that you are opting to do so; in some cases, purchasing a replacement copy will not be an option. The Leatherby Libraries' Cataloging Department will evaluate replacement submissions and determine if they will be accepted.

Once a billed item has been accepted as a replacement, all associated fees will be removed, restoring your library privileges.

## Refunds

When you return a lost item that you have already paid for, you may be refunded the replacement fee. Returns will only be accepted if the item is undamaged and the payment for the item was made within the last 30 days.

**After 30 days from the original payment, you are no longer eligible for a refund.**

# Checkout Privileges

**Maximum of 100 items checked out**

**Maximum of 25 active hold requests**

## Item Checkout Times & Renewal Limits

Books & Oversize Books	<ul style="list-style-type: none"><li>• 16 weeks</li><li>• 2 renewals</li></ul>
Audio/Visual Items	<ul style="list-style-type: none"><li>• 2 weeks</li><li>• 2 renewals</li></ul>
Media Equipment	<ul style="list-style-type: none"><li>• 6 hours (no overnight)</li><li>• limit of 3 unique items at a time</li></ul>
Interlibrary Loan Items	<ul style="list-style-type: none"><li>• designated by lending institution</li></ul>
Course Reserve Items	<ul style="list-style-type: none"><li>• limit of 3 at a time</li><li>• checkout designated by professor</li></ul>
Collected Works	<ul style="list-style-type: none"><li>• 3 days</li><li>• no renewals</li></ul>
Limited Access Items Atlases, Journals, Maps, Microforms, Newspapers, Theses, Periodicals, Reference Items, and Research Papers	<ul style="list-style-type: none"><li>• checkout requires approval from a reference librarian</li></ul>
Special Collections Center for American War Letters Collection, Huell Howser California's Gold Collection, and the Frank Mt. Pleasant Library of Special Collections and Archives	<ul style="list-style-type: none"><li>• checkout requires approval from a Special Collections librarian</li></ul>
Sala and Aron Samueli Holocaust Memorial Library	<ul style="list-style-type: none"><li>• checkout requires approval from a Holocaust staff member</li></ul>

***Outstanding fines, bills, overdue materials, or repeated instances of late return of limited access items will result in a suspension of library borrowing privileges***



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