

## CHECKOUT PRIVILEGES

### CHECKOUT TIMES -- RENEWAL LIMITS

Chapman University Patron Types	Undergraduate Student	Graduate Student	Doctoral Student	Extended Education Student	Alumni
Maximum # of items borrowed at one time	50 Items	75 Items	100 Items	50 Items	10 Items (3 Audio/Visual)
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, Graphic Novels, MAGIC, Muth & Theatre Scripts	4 weeks (2 renewals)	8 weeks (2 renewals)	16 weeks (2 renewals)	4 weeks (2 renewals)	2 weeks*** (1 renewal)
McNaughton Books	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks*** (1 renewal)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CDs, Blu-rays, Cassette Tapes, DVDs, CD-ROMs, LPs, Music CDs & Videos	1 week (2 renewals)	2 weeks (2 renewals)	2 weeks (2 renewals)	1 week (2 renewals)	2 days*** (1 renewal)
Reserve Collection: Books, Binders, Audio CDs, Blu-rays, CD-ROMs, DVDs, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	N/A
Calculators, Cassette Players, CD/DVD Drives, Chess Sets, Dry Erase Kits, Head Phones & Slide Viewers	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)	3 Hours (No Renewals)
Bookable Room	1 - 4 Hours (No Renewals)	1 - 6 Hours (No Renewals)	1 - 8 Hours (No Renewals)	1 - 4 Hours (No Renewals)	1 - 2 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Non-Circulating Displays, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Center for American War Letters Collection, Huell Howser Collection, The Frank Mt. Pleasant Library of Special Collections and Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Sala and Aron Samuelli Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Interlibrary Loan)	**	**	**	**	N/A

\* Checkout time is designated by Professor.

\*\* Checkout time is determined by the lending library. Requests by Law School patrons will be processed by the Law Library.

\*\*\* Library privileges are available at the Leatherby Libraries after an Alumni ID card has been obtained. Delivery services are not available.

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### CHECKOUT TIMES -- RENEWAL LIMITS

Chapman University Patron Types	Administrators & Staff	Research Assistant	Lecturer	Affiliated Scholar	Faculty
Maximum # of items borrowed at one time	50 Items	50 Items	50 Items	100 Items	100 Items
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, Graphic Novels, MAGIC, Muth & Theatre Scripts	4 weeks (2 renewals)	4 weeks (2 renewals)	4 weeks (2 renewals)	16 weeks (2 renewals)	16 weeks (2 renewals)
McNaughton Books	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (5 renewals)	2 weeks (5 renewals)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CDs, Blu-rays, Cassette Tapes, DVDs, CD-ROMs, LPs, Music CDs & Videos	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (2 renewals)	2 weeks (5 renewals)	2 weeks (5 renewals)
Reserve Collection: Books, Binders, Audio CDs, Blu-rays, CD-ROMs, DVDs, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)
Calculators, Cassette Players, CD/DVD Drives, Chess Sets, Dry Erase Kits, Head Phones & Slide Viewers	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)
Bookable Room	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 8 Hours (No Renewals)	1 - 8 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Non-Circulating Displays, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Center for American War Letters Collection, Huell Howser Collection, The Frank Mt. Pleasant Library of Special Collections and Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Sala and Aron Samuelli Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Interlibrary Loan)	**	**	**	**	**

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Chapman University Patron Types	Deans, Executives & Senior Staff	Governor, Library Board, President's Cabinet & Trustee	Emeritus & Retired Faculty	President's Circle and Town & Gown	University Guest
Maximum # of items borrowed at one time	100 Items	100 Items	50 Items	10 Items (No Audio/Visual)	10 Items (No Audio/Visual)
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, Graphic Novels, MAGIC, Muth & Theatre Scripts	16 weeks (2 renewals)	16 weeks (2 renewals)	4 weeks (2 renewals)	2 weeks (1 renewal)	2 weeks (1 renewal)
McNaughton Books	2 weeks (5 renewals)	2 weeks (5 renewals)	2 weeks (2 renewals)	2 weeks (1 renewal)	2 weeks (1 renewal)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CDs, Blu-rays, Cassette Tapes, DVDs, CD-ROMs, LPs, Music CDs & Videos	2 weeks, (5 renewals)	2 weeks, (5 renewals)	2 weeks (2 renewals)	N/A	N/A
Reserve Collection: Books, Binders, Audio CDs, Blu-rays, CD-ROMs, DVDs, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	N/A	N/A
Calculators, Cassette Players, CD/DVD Drives, Chess Sets, Dry Erase Kits, Head Phones & Slide Viewers	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)	N/A	N/A
Bookable Room	1 - 8 Hours (No Renewals)	1 - 8 Hours (No Renewals)	1 - 3 Hours (No Renewals)	N/A	N/A
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Non-Circulating Displays, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Center for American War Letters Collection, Huell Howser Collection, The Frank Mt. Pleasant Library of Special Collections and Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Sala and Aron Samuelli Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Interlibrary Loan)	**	**	**	N/A	N/A

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Brandman University Patron Types	Student/Faculty/Staff ILL Delivery Requests	Graduate Student In-Person Check Out	Doctoral Student/Faculty/Staff In-Person Check Out	Alumni In-Person Check Out***
Maximum # of items borrowed at one time	50 Items (5 Audio/Visual)	50 Items (5 Audio/Visual)	50 Items (5 Audio/Visual)	10 Items (3 Audio/Visual)
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, Graphic Novels, MAGIC, Muth & Theatre Scripts	6 weeks (1 renewal)	6 weeks (1 renewal)	6 weeks (1 renewal)	2 weeks (1 renewal)
McNaughton Books	N/A	2 weeks (1 renewal)	2 weeks (1 renewal)	2 weeks (1 renewal)
Collected Works	Chapters/Articles may be available as copies in limited quantities through ILL Article Request	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CDs, Blu-rays, Cassette Tapes, DVDs, CD-ROMs, LPs, Music CDs & Videos	2 weeks (1 renewal)	2 weeks (1 renewal)	2 weeks (1 renewal)	2 days*** (1 renewal)
Reserve Collection: Books, Binders, Audio CDs, Blu-rays, CD-ROMs, DVDs, Videos, etc.	Chapters/Articles may be available as copies in limited quantities through ILL Article Request	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	N/A
Calculators, Cassette Players, CD/DVD Drives, Chess Sets, Dry Erase Kits, Head Phones & Slide Viewers	N/A	6 Hours (No Renewals)	6 Hours (No Renewals)	6 Hours (No Renewals)
Bookable Room	N/A	1 - 6 Hours (No Renewals)	1 - 8 Hours (No Renewals)	1 - 2 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Non-Circulating Displays, Periodicals, Reference, Research Projects & Thesis	Chapters/Articles may be available as copies in limited quantities through ILL Article Request	Limited checkout with approval from a Reference Librarian		
Center for American War Letters Collection, Huell Howser Collection, The Frank Mt. Pleasant Library of Special Collections and Archives	Chapters/Articles may be available as copies in limited quantities through ILL Article Request	Limited checkout with approval from a Special Collections & Archives Librarian		
Sala and Aron Samuelli Holocaust Memorial Library	Chapters/Articles may be available as copies in limited quantities through ILL Article Request	Limited checkout with approval from the Holocaust Memorial Library Staff		
ILL (Interlibrary Loan)	**	**	**	N/A

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