STAFF CIRCULATION POLICIES

CHECKOUT PRIVILEGES
Maximum of 15 items from the circulating collection.

Checkout Times and Renewal Limits
Circulating Books
- **Rinker Staff** - 1 week loan period
  - Item may be renewed twice for an additional 3 days each renewal.

High Demand Items
- **Non-Circulating Items** - Books without a "Circulating" sticker may NOT be checked out.
- **Markers Kit** - 8 hour checkout, no renewals.
- **Portable Chargers** - 8 hour checkout, no renewals.
- **ILL (Interlibrary Loan)** - As designated by lending library. May not be eligible for renewal.

View Your Library Account
Staff can view their library account online by visiting chapman.edu/library and clicking on "Services" on the left-hand menu, then clicking on, “Renew Books/View Library Account” or by scanning this QR code:

![QR code](image)

You may also download and use the MyLibrary! Application:

![Android QR code](image)  ![Apple QR code](image)

FINE/FEE SCHEDULE

Rinker Staff - will have 2 weeks past the due date of a borrowed item to return or renew without penalty.

Staff members do not incur overdue fines for items returned late. However, you will receive email notices as a reminder to return overdue items. Please return the items promptly or contact a Health Sciences Study Commons library staff member.

Upon receipt of a bill for an item, staff have 30 days to resolve the balance due by returning the item, renewing, or paying for a replacement.

Failure to resolve the balance due within the 30 day period will result in the item being assumed lost and billed for replacement and may lead to a suspension of library borrowing privileges until the matter is resolved.

The cost of a replacement will be assessed for lost/damaged books.

Replacing Billed Items
Staff may choose to replace a billed item by purchasing a replacement copy.

Staff must notify the library that they 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 by the librarian, the replacement and billing fee will be removed.
To enjoy your Rinker Health Sciences Study Commons library privileges, here are the library's circulation services policies and procedures to inform and guide you!

Staff member's 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. Staff can also display a digital barcode using the MyLibrary! application in place of their Chapman University ID. No other form of identification will be accepted.

Report any changes of address, telephone number, and/or other information to ensure the accuracy of your library circulation record.

All library notifications are sent to your Chapman email address. You are responsible for all items checked out on your library circulation record.

An e-mail receipt will be issued at the time of checkout indicating a due date for borrowed items. Please retain email.

Report any damage (torn pages, highlighting, underlining, water damage/mold, writing, etc.) to items or missing media (CD, DVD, video, etc.) at checkout.

Any outstanding overdue items will prevent you from renewing or borrowing additional items. This will also prevent you from accessing bookable rooms, interlibrary loan items, and reserves.

**Returns**
Return all items to the Rinker Health Sciences Study Commons library's book drop or to the Library Services Desk. Items are not considered returned until they reach their correct destination.

Please be aware of the posted library hours, changes in hours or schedule variations, which might affect being able to deposit books inside library bin.

For updates to library hours please check the hours posted at the entrance of the Health Sciences Study Commons or on the library website: www.chapman.edu/library

**Renewals**
Staff can renew most items in person, by accessing their library account online, utilizing the MyLibrary! application, or calling the Rinker Health Sciences Study Commons at (714) 516-5040 or emailing rinkerlib@chapman.edu.

Renewals for interlibrary loans are at the discretion of the lending institution.

**Refunds**
When a staff member returns an item that was paid for as lost, the staff member can be credited for the item. This can only occur if it is within 30 days of the payment date and the item is not damaged. A refund check crediting the replacement fee for the item will be mailed. After 30 days from the original payment date, the refund period is completed, and staff can no longer be credited for returning a lost & paid item.

**Proxy Borrower**
Staff may designate a departmental, student or graduate assistant to serve as a proxy borrower. Proxy borrowers will be authorized to conduct library business on behalf of the staff member. To complete a proxy borrower request, submit a request form to the circulation department. For more information about designating a proxy borrower, please visit the library website.

**Holds**
Rinker Collection (both non-circulating and circulating) titles may not be placed on hold and are available on a first come, first serve basis to Rinker campus patrons only.

Rinker campus patrons may Place a Hold on an item from the Leatherby Libraries on the library website. The item will then be sent to the Rinker Health Sciences Study Commons via intercampus mail. Rinker library staff will notify the Rinker patron when the item is ready for pickup. Rinker patrons will have 1– week to pickup held items at the Library Services Desk.

**ILL Requests**
The interlibrary loan service allows Rinker staff to borrow books and journal articles from other lending institutions. For more information about requesting items to be borrowed through Interlibrary Loan, please visit the library website.

After request is sent, allow for library staff to inform you via email when item is available and ready to pick up at the Rinker Library Services Desk.

The 1974 Family Rights and Privacy Act, State of California Law, and California State Education Code prohibit revealing the name of any borrower who currently has an item checked out, as well as their borrowing record. This applies to all library users.

**CONTACT US**
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