

Welcome to the Leatherby Libraries!



Town & Gown Member Circulation Privileges



**CHAPMAN
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Leatherby Libraries

Creating Your Library Account

As a Town & Gown member, you may apply for a library account with the Leatherby Libraries. To create your library account, you will need to visit the Circulation Desk on the 1st floor. You will be asked to present a valid state or government-issued photo ID and complete a library account application. Once your library account has been created, you may start using it to check out library materials.

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 Leatherby Libraries. Book drops are located outside of the building and inside the lobby. The outside book drop is accessible 24 hours a day.

Department Contact Information

Cal Gold Exhibit & Huell Howser Archives	calgold@chapman.edu	(714) 532-6088
The Center for American War Letters	warletters@chapman.edu	(714) 532-7788
Circulation Desk	libcirc@chapman.edu	(714) 532-7723
Interlibrary Loan	ill@chapman.edu	(714) 532-6025
Reference Desk	libweb@chapman.edu	(714) 532-7714

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.

Item Paging & Placing Holds

You can request an item to be paged from the library's circulating collections by submitting a request with the Circulation Desk. 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.

Study Rooms

You can request to use a room for a maximum checkout time of 2 hours. Rooms are available on a first-come, first-served basis, during Interterm and Summer sessions only. Reservations or requests to reserve a room by telephone or email will not be accepted.

Renewals

You can renew most library items in person or by calling the Circulation Department at **(714) 532-7723**. 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 are responsible for all replacement fees and overdue fines that may result from late returns, damage to items, or lost/stolen items.

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. If you renew a billed item, you will be responsible for the maximum overdue fee. Any outstanding balance on your library account will suspend your library privileges until the balance is resolved.

You can view your outstanding balance by accessing your library account on the library website or by contacting the Circulation Department. You can pay a balance by using the [fine payment](#) feature on the library website. All fines and fees must be paid in full in order for library privileges to be restored.

Returning Billed Items

If you return an item that is currently billed on your library account, you will no longer be responsible for the item's replacement fee. A maximum overdue charge will remain on your account for each billed item that is returned.

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 (including overdue charges) will be removed.

Refunds

When you return a lost item that you have already paid for, you may be refunded the total replacement fee minus the maximum overdue charges for the item. Returns will only be accepted if the payment for the item was made within the last 30 days and the item is not damaged. A refund check will be mailed to the address on file.

After 30 days from the original payment, you are no longer eligible for a refund and cannot return the lost and paid item.

Checkout Privileges

Maximum of 10 items checked out

Maximum of 5 active hold requests

Item Checkout Times & Renewal Limits

Books & Oversize Books	• 2 weeks • 1 renewal
Audio/Visual Items	• 2 days • 1 renewal
Media Equipment	• 6 hours (no overnight) • limit of 3 unique items at a time
Interlibrary Loan Items	• not available
Course Reserve Items	• no checkout
Collected Works	• 3 days • no renewals
Limited Access Items Atlases, Journals, Maps, Microforms, Newspapers, Theses, Periodicals, Reference Items, and Research Papers	• checkout requires approval from a reference librarian
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	• checkout requires approval from a Special Collections librarian
Sala and Aron Samueli Holocaust Memorial Library	• checkout requires approval from a Holocaust staff member



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Fines & Replacement Fees

The Leatherby Libraries does not charge daily overdue fines for items from the general circulation collection. You will have 7 days after the due date of a borrowed item to return or renew it without penalty. Failure to return or renew the item by the 7th day will result in it being assumed lost and billed for replacement.

Your library privileges will be suspended until all fines and replacement fees are resolved.

The following high demand items are subject to overdue fines and are not renewable:

• Study Room Keys • Limited Access Items	• Media Equipment • Recalled Items
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Item Type	Overdue Fine	Maximum Overdue Fine
Limited Access Item	\$1.00 per hour	\$5.00
Media Equipment	\$1.00 per hour	\$15.00
Recalled Item	\$1.00 per day	\$5.00
Study Room	\$2.00 per hour	\$15.00

Media Equipment & Study Room Suspensions

Media Equipment • 7 - day suspension • Continued violations will result in either a longer suspension or a loss of privileges	Study Rooms • 14 - day suspension • Continued violations will result in either a longer suspension or a loss of privileges
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