

# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY

LEATHERBY LIBRARIES

## ALUMNI CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



Tel: [714-532-7756](tel:714-532-7756)  
[www.chapman.edu/library](http://www.chapman.edu/library)



Alumni may register for a library account with the Leatherby Libraries anytime after graduation. To obtain borrowing privileges, alumni will need to present a state or government issued picture ID and provide their home address, telephone number, and a non-Chapman email address.

The library does not provide a physical library card. Alumni are required to either provide their picture ID or display a digital barcode using the MyLibrary! application in order for the library to perform any circulation transactions. 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 the email address provided at alumni account registration.

Alumni are responsible for all items checked out on their library account.

Report any damage (torn pages, highlighting, water damage, writing, etc.) to items or missing media at checkout to avoid being held responsible.

A receipt will be emailed at the time of checkout indicating a due date for borrowed items. Alumni can view their checked out items by accessing their [library account](#) on the Leatherby Libraries website or use the MyLibrary! application.

Any outstanding overdue item may prevent an alumni from renewing or borrowing additional items including accessing study rooms.

Book drops are located outside of the building and inside the lobby of the library for your convenience. The outside book drop is accessible 24 hours a day.

For Leatherby Libraries hours of operation and schedule variations including hours for the Reference Desk and the Chapman IS&T Service Desk, please visit the [hours link](#) on the library website or call (714) 532-7756.

Alumni wanting to utilize the reservable study spaces in the Leatherby Libraries must register for a Study Space Reservation account. To register for an account, please visit the Circulation Department in person. For more information about reserving study spaces, please visit the Leatherby Libraries website.

# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY  
LEATHERBY LIBRARIES

## ALUMNI CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



Tel: [714-532-7756](tel:714-532-7756)  
[www.chapman.edu/library](http://www.chapman.edu/library)



### Item Paging and Placing Holds

Alumni can request an item to be paged from the library circulating collections by submitting a request in the catalog. If the item needed is currently checked out, submit a request in the catalog to be added to the hold queue. Once the request has been processed, Alumni will be notified when the item is ready to be picked up. Items are held at the Circulation desk for 3 days. 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 collections.

To request an item, locate the item in the library catalog then click on the “Place a Hold” link at the top of the page. Alumni will need to enter their name, Chapman ID number, and PIN to place the request. Please note that place a hold feature does not function for Limited Access items.

### Renewals

Alumni can renew most items in person, by accessing their [library account](#) online, utilizing the MyLibrary! application, or calling the Circulation department at (714) 532-7723. Items cannot be renewed if they have reached a maximum renewal limit or are requested by another patron.

Alumni are responsible with keeping track of all due dates when renewing online; only system posted due dates are valid.

### Recalls

Items needed for Course Reserve can be recalled at any time and must be returned immediately. If an item is recalled, an email notifying the current borrower of the recall will be sent including an adjusted due date. Failure to read the notification email does not remove a alumni’s responsibility for returning the item by its new due date. Daily overdue fines will accrue for late return of a recalled item.

### Billing and Payments

Alumni are responsible for all replacement and overdue fees which may result from late returns, damage to items, or lost/stolen items.

# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY  
LEATHERBY LIBRARIES

## ALUMNI CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



Tel: 714-532-7756  
[www.chapman.edu/library](http://www.chapman.edu/library)



### Fine Payment

Alumni can view their outstanding balance by accessing their [library account](#) online, utilizing the MyLibrary! application, or calling the Circulation Desk at (714) 532-7723. Alumni can pay a balance by using the [Fine Payment](#) feature on the Leatherby Libraries website.

All fines and fees must be paid in full in order for borrowing privileges to be restored, including access to reserved study rooms.

### Returning Billed Items

Alumni that return an item to the library after billing will have the replacement charge removed from their library account.

### Replacing Billed Items

Alumni may choose to replace a billed item by purchasing a replacement copy. Alumni 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, the replacement and billing fee will be removed.

### University Collections

When alumni have unresolved debt on their library account, they will receive a Statement of Charges email. The email will notify alumni of the balance owed to the library and provide a date by which they need to resolve. If payment or payment arrangement is not made by the stated date on the email, the balance owed will be forwarded to University Collections.

### Refunds

When an alumni returns an item that was paid for as lost, the alumni can be partially 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; the overdue fine is non-refundable. After 30 days from the original payment date, the refund period is completed, and alumni can no longer be credited for returning a lost & paid item.

# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY  
LEATHERBY LIBRARIES

## ALUMNI CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



Tel: 714-532-7756  
[www.chapman.edu/library](http://www.chapman.edu/library)



## CHECKOUT PRIVILEGES

- **Maximum of 10 items Checked Out**
- **Maximum of 5 active hold requests**
- **Item Checkout Period & Renewal Limit**
  - ⇒ Books & Oversize Books from the circulating collections
    - ◇ 2 weeks with 1 renewal
  - ⇒ Audio/Visual Items from the circulating collections
    - ◇ 2 days with 1 renewal
  - ⇒ Reserve Items
    - ◇ No checkout
  - ⇒ Collected Works
    - ◇ 3 days with no renewals
  - ⇒ Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Thesis Periodicals, Reference, & Research Projects
    - ◇ Limited Access items require approval from a Reference Librarian
  - ⇒ Center for American War Letters Collection, Huell Howser California's Gold Collection and The Frank Mt. Pleasant Library of Special Collections and Archives
    - ◇ Limited Access items require approval from a Reference Librarian
  - ⇒ Sala and Aron Samueli Holocaust Memorial Library
    - ◇ Limited Access items require approval from a Holocaust Library staff member
  - ⇒ ILL (Interlibrary Loan)
    - ◇ As designated by lending library, renewals are at the discretion of the lending institution



# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY  
LEATHERBY LIBRARIES

## ALUMNI CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



Tel: [714-532-7756](tel:714-532-7756)  
[www.chapman.edu/library](http://www.chapman.edu/library)



## FINE/FEE SCHEDULE

The library does not charge daily overdue fines for items from the general circulating collection. Alumni will have 7 days past the due date of a borrowed item to return or renew without penalty. Failure to return or renew by the 7<sup>th</sup> day will result in the item being assumed lost and billed for replacement.

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

- Technology Reserves
- Limited Access Items
- Recalled Items
- Study Room Kits

*All hourly checkouts are assessed fines for any part of the hour past the due time*

- \$1** Overdue fine per hour, to a \$10.00 maximum late fine per Reserve item
- \$1** Overdue fine per hour, to a \$10.00 maximum late fine per Limited Access item
- \$1** Overdue fine per day, to a \$10.00 maximum late fine per recalled item
- \$2** Replacement fee for lost/damaged dry erase marker
- \$2** Replacement fee for lost/damaged study room case
- \$4** Replacement fee for lost/damaged dry erase eraser
- \$5** Overdue fine per hour, to a \$25.00 maximum late fine for a study room kit
- \$5** Minimum fee for damage to an item up to the full replacement cost of the item
- \$10** Replacement fee for lost/damaged study room access key

Replacement charge for a lost/damaged item includes cost of item + \$10 billing fee.