

Welcome to the Chapman University Leatherby Libraries



CHAPMAN UNIVERSITY LEATHERBY LIBRARIES

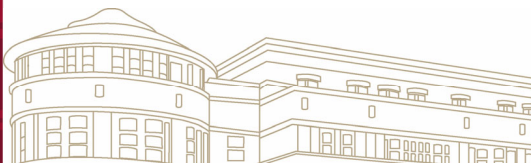
RINKER STAFF & ADMINISTRATORS CIRCULATION POLICIES



Leatherby Libraries
One University Drive
Orange, CA 92866



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



To enjoy your Leatherby Libraries privileges, here are the library's circulation services policies and procedures to inform and guide you!

A staff's or administrator'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 and administrators 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.

All Library notifications are sent to University issued Chapman email accounts.

Staff and administrators 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. You can view your checked out items by accessing their [library account](#) on the Leatherby Libraries website or use the MyLibrary! application.

Any outstanding balance due or overdue item may prevent you from renewing or borrowing additional items.

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 page on the [library website](#) or contact the circulation desk at (714) 532-7756.

There are 6 media rooms and 15 group study rooms located throughout the Leatherby Libraries that can be reserved up to 7 days in advance. Faculty wanting to access the Leatherby Libraries study rooms must sign into the [Study Room Reservation system](#) with their Chapman username and password. For assistance with signing into the study room reservation system, call the Circulation Desk at (714) 532-7723.

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Course Reserves

Course Reserves are physical supplemental materials provided by faculty or materials pulled from the library collections in support of course curricula. These items are identified as high-demand and circulate with a limited checkout period. For more information on [course reserves](#), please visit the library website.

Interlibrary Loan

The interlibrary loan service allows staff and administrators 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.

Item Paging/Holds

Staff and administrators are welcome to 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, you 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. You will need to enter your 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

You can renew most items in person, by accessing your 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.

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

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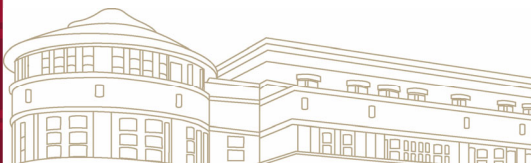
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Recalls

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 your responsibility for returning the item by its new due date.

Billing and Payments

You 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 the circulation department for renewal.

Upon receipt of a bill for an item, you have 30 days to resolve the balance due by returning the item, renewing, or paying for replacement. Failure to resolve the balance due within the 30 day period will result in a suspension of library borrowing privileges until the matter is resolved.

Replacing Billed Items

You may choose to replace a billed item by purchasing a replacement copy. You must notify the circulation department that you 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 fee will be removed.

Refunds

When you return an item that was paid for as lost, you can be credited for the item cost. 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 item cost will be mailed. After 30 days from the original payment date, you can no longer be credited for returning a lost & paid item.



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CHECKOUT PRIVILEGES

Maximum of 50 items from the circulating collection and 25 hold requests

Checkout Times and Renewal Limits

- Books & Oversize Books
 - 4 weeks with 2 renewals
- Collected Works
 - 3 days with no renewals
- Audio/Visual Items
 - 2 weeks with 2 renewals
- Reserves
 - Limit of 3 reserve items at one time
 - Checkout period designated by Professor
 - No renewals
- Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis
 - Limited Access items (Checkout requires approval from a Reference Librarian)
- Center for American War Letters Collection, Huell Howser California's Gold Collection & The Frank Mt. Pleasant Library of Special Collections and Archives
 - Limited Access items (Checkout requires approval from a Reference Librarian)
- Sala and Aron Samueli Holocaust Memorial Library
 - Limited Access items (Checkout requires approval from a Holocaust Library staff member)
- ILL (Interlibrary Loan)
 - As designated by lending library



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REPLACEMENT FEES

You do not incur overdue fines for items returned late.

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 and the fees designated by the lending institution from which Chapman obtained them.

Upon receipt of a bill for an item, you have 30 days to resolve the balance due by returning the item, renewing, or paying for replacement. Failure to resolve the balance due within the 30 day period will result in a suspension of library borrowing privileges until the matter is resolved.

Replacement options are as follows:

- Pay the replacement amount (cost of item)
- You may choose to replace a billed item by purchasing a replacement copy. You must notify the circulation department that you 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 fee will be removed.

Damaged items (broken spine, highlighting, missing labels/barcode, torn pages, water damage, writing in item, etc.) will be assessed and charged at a minimum of \$5.00 up to the full replacement cost of the item.

Other fees:

- \$2** Replacement fee for lost/damaged dry erase marker, eraser, or study room case
- \$5** Replacement fee for lost/damaged study room access key