

## STUDENT CIRCULATION POLICIES

### CHECKOUT PRIVILEGES

Maximum of 15 items from the circulating collection.

### Checkout Times and Renewal Limits

#### Circulating Books

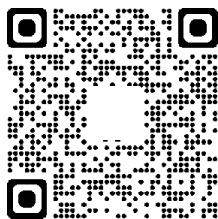
- **Rinker Students** - 1 week loan period
  - Item may be renewed twice for an additional 3 days each renewal.

#### 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

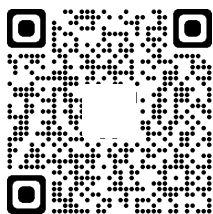
Patrons can view their library account online by visiting [chapman.edu/library](http://chapman.edu/library) and clicking on "Services" on the left-hand menu, then clicking on, "Renew Books/ View Library Account" or by scanning this QR code:



You can also download and use the **MyLibrary! Application:**



Android Devices



Apple Devices

### FINE/FEE SCHEDULE

The library does not charge daily overdue fines for items from the general circulating collection.

- **Rinker Students** - will have 1-week past the due date of a borrowed item to return or renew without penalty.

Failure to return or renew by the grace period, will result in the item being assumed lost and billed for replacement.

**Replacement charges for lost/damaged books are assessed as follows: Replacement + \$10 Billing Fee**

**The following high demand items are subject to overdue fines:**

- Non- Circulating Items (only with exception)
- Markers Kit
- Portable Chargers
- Interlibrary loans Items

**\$1.00** Overdue fine per day for Non- Circulating Items that have been granted an exception, up to a \$10.00 maximum late fee.

**\$1.00** Overdue fines per hour on late Markers Kit & Chargers, up to a \$10.00 maximum late fee.

**\$6.00** Replacement fee for lost Markers Kit. (2 dry erase markers , dry erase eraser and pouch).

**\$200** Replacement fee for lost charger.

**\$5.00** Minimum fee for damage to an item (broken spine, highlighting, missing labels/barcode, missing/torn pages, water damage, writing in item, etc.) up to the full replacement.

**\$1.00** Overdue fine per day, per inter-library loan item, up to a \$10.00 maximum late fine per item.

## 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!

Your Chapman University I.D. card or your [MyLibrary application](#) barcode is required in order for the library to perform any circulation transactions. No substitutes will be accepted. I.D. Cards may only be used by the student to whom the I.D. is issued and are not transferable. If the card is broken; the magnetic strip no longer reads; the picture, name or I.D. number is no longer visible; or the card is lost, a replacement I.D. card must be obtained.

You must be currently enrolled for a class in each semester or academic term (including Interterm and Summer) to activate your library borrowing privileges.

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](http://www.chapman.edu/library)

### Renewals

Patrons 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 e-mailing [rinkerlib@chapman.edu](mailto:rinkerlib@chapman.edu).

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

### 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 patron will have 1- week to pickup held items at the Library Services desk.

### Billing and Payments

You are responsible for all fines and replacement fees which may result from overdue returns, damage to items, lost or stolen items, including those obtained by interlibrary loan and the fees designated by the lending institution from which Chapman obtained them.

Payments are done online with a Credit/Debit card through the Fine Payment tab under the Library Services Website <https://www.chapman.edu/library/services/fine-payment.aspx>

Failure to honor the terms of your payment plan will result in referral of the balance owed to the University Business Office.

All fines and fees must be paid in full in order for borrowing privileges to be restored, including access to bookable rooms, reserves and interlibrary loan items.

**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.**

### ILL Requests

The interlibrary loan service allows Rinker patrons 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.

### Office of Student Affairs

In an effort to support students during difficult times, the Leatherby Libraries and the Office of Student Affairs have developed a process to address needs relating to unforeseen life circumstances. Students will be asked to provide specific documentation of the incident to the Office of Student Affairs. The Office of Student Affairs will review the information/documentation and will make a recommendation to the Leatherby Libraries. The library will then make a final determination regarding any fine adjustment/waiver

### Business Office Referrals

When students have unresolved debt on their library account, they will receive a Statement of Charges email. This email will inform students of an outstanding balance owed to the library and provide a date by which they need to resolve the balance. If payment or payment arrangements are not made by the stated date on the Statement of Charges email, the balance owed will be forwarded to the University Business Office. Failure to resolve referred balances may result in delays of future registration, as well as transcript holds.

### Returning Billed Items

Patrons that return an item to the library after billing will have the replacement charge removed from their library account. A \$10 overdue fine (billing fee) will remain on the patron's account for each billed item.

### Replacing Billed Items

Patrons may choose to replace a billed item by purchasing a replacement copy. Patrons 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.

### Refunds

In the event that you return an item that was paid for as lost or referred to the University Business Office, you can be partially credited. This can only occur if it is within 30 days of the payment/referral date. 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/referral date, the refund period is completed, and patrons can no longer be credited for returning a lost & paid item.