

Welcome to the Chapman University Leatherby Libraries



CHAPMAN UNIVERSITY LEATHERBY LIBRARIES

EXTENDED EDUCATION STUDENT 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 circulation services policies to inform and guide you!

A student'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. Students 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.

For username, password, blackboard access, e-mail access, or other technical support questions students can contact the IS&T Service Desk at (714) 997-6600 or email servicedesk@chapman.edu.

Students must be enrolled in the current semester or academic term (including interterm and summer) to activate library borrowing privileges.

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

Students 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. Students 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 a student from renewing or borrowing additional items. This may also prevent students from accessing study rooms, interlibrary loan items, and course reserves.

Return all items to the library from which they were borrowed (Leatherby Libraries, Hugh & Hazel Darling Law Library, or Rinker Health Sciences Study Commons). Items are not considered returned until they reach their correct destination.

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

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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. Late return of a reserve item will result in an overdue fine. Return reserve items to the marked reserve bin at the circulation desk.

Interlibrary Loan

The interlibrary loan service allows students to borrow books and journal articles from other lending institutions. Visit the [Interlibrary Loan](#) website for more information.

Item Paging/Holds

Students 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, students 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. Students will need to enter their name, Chapman ID number, and PIN to place the request.

Place a hold feature does not function for Limited Access items.

Study Space Reservations

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. Students wanting to access the Leatherby Libraries reservable study spaces 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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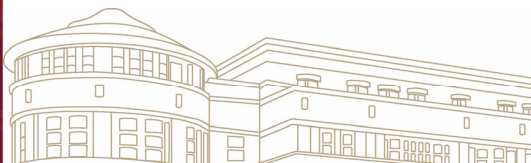
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Renewals

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

Students 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 student'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

Students are responsible for all replacement and overdue fees which may result from late returns, damage to items, or lost/stolen items. This includes items obtained by interlibrary loan and the fees designated by the lending institution from which the Leatherby Libraries obtained them.

Students can view their outstanding balance by accessing their [library account](#) online, utilizing the MyLibrary! application, or calling the Circulation Desk at (714) 532-7723. Students can pay a balance by utilizing 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 reservable study spaces, course reserves, and interlibrary loan items.

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 can contact the Office of Student Affairs to seek assistance with a need regarding a library balance. The Office of Student Affairs will make a recommendation to the Leatherby Libraries. The library will make a final determination regarding any balance adjustment or waiver.

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Returning Billed Items

Students that return an item to the library after billing will have the replacement charge removed from their library account. A \$5 overdue fine (billing fee) will remain on the student's account for each billed item.

Replacing Billed Items

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

Business Office Referrals

When students have unresolved debt on their library account, they will receive a Statement of Charges email. The email will notify students 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 the University Business Office. Failure to resolve referred balances may result in delays of future registration, as well as transcript holds.

Refunds

When a student returns an item that was paid for as lost or the balance was referred to the University Business Office, the student can be partially credited for the item. This can only occur if it is within 30 days of the payment/referral 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/referral date, the refund period is completed, and students 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

Checkout Times and Renewal Limits

- Books & Oversize Books
 - 4 weeks with 2 renewals
- Collected Works
 - 3 days with no renewals
- McNaughton Books
 - 2 weeks with 2 renewals
- Audio/Visual Items
 - 1 week 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 Samuelli 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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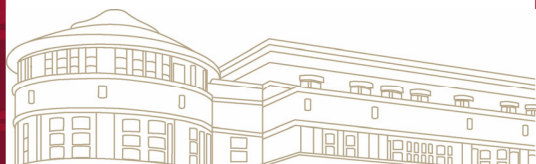
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FINE/FEE SCHEDULE

The library does not charge daily overdue fines for items from the general circulating collection. Students will have 14 days past the due date of a borrowed item to return or renew without penalty. Failure to return or renew by the 14th 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:

- Reserves
- Limited Access Items
- Bookable Room Kits
- Interlibrary Loan Items
- Recalled Items

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

- \$1 Overdue fine per hour, to a \$5.00 maximum late fine per Reserve item
- \$1 Overdue fine per day, to a \$5.00 maximum late fine per Interlibrary loan item
- \$1 Overdue fine per hour, to a \$5.00 maximum late fine per Limited Access item
- \$1 Overdue fine per day, to a \$5.00 maximum late fine per recalled item
- \$2 Replacement fee for lost/damaged dry erase marker, eraser, or study room case.
- \$2 Overdue fine per hour, to a \$10.00 maximum late fine for a study room kit.
- \$5 Replacement fee for lost/damaged study room access key.
- \$5 Minimum fee for damage to an item up to the full replacement cost of the item.
- \$5 Maximum overdue fine for return of a billed item.
- \$25 Initial overdue fine, \$5 for each additional hour, to a \$50 maximum late fine for a laptop.
- \$50 Maximum overdue fine for return of a billed laptop.

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