

Welcome to the Chapman University Leatherby Libraries



CHAPMAN
UNIVERSITY

LEATHERBY LIBRARIES

GRADUATE TEACHING ASSISTANT CIRCULATION POLICIES



Leatherby Libraries
One University Drive
Orange, CA 92866



Tel: 714-532-7756
www.chapman.edu/library



As a library card holder, you will have access to our collection and resources. Please take the time to read through this pamphlet so you may understand your library privileges and responsibilities.

If you have any questions or comments, please contact any of our library staff. Thank you.

Your Chapman University I.D. card is required in order for the library to perform any circulation transactions. No substitutes will be accepted. Cards may only be used by the person 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.

Report any changes of address, telephone number, and/or other information to ensure the accuracy of your library circulation record.

You may designate a departmental, student or graduate assistant to serve as a proxy borrower and conduct library business on your behalf. To do so, you must submit a request form to the circulation department. For more information, please visit the library website at [here](#).

You are responsible for all items checked out on your library circulation record, including items checked out for others.

Report any damage (torn pages, highlighting, writing, underlining, water damage/mold, etc.) to items or missing media (CD, DVD, video, etc.) at checkout.

A receipt will be issued at the time of checkout indicating a due date for borrowed items. Please retain your receipt.

All library notifications are sent to your Chapman email address.

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.

Return all items to the library from which they were borrowed (Leatherby or Darling). 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 for your convenience.

Please be aware of the posted library hours, changes in hours, or schedule variations. For updates to library hours please call [714-532-7756](tel:714-532-7756) or check the library website [here](#).

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.

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Reserves

Items placed on course reserve by a professor have a limited checkout and are not renewable.

Return reserve items to the reserve bin at the circulation desk. There may be a delay in checking in items if returned in other bins.

Renewals

Items (excluding reserves & interlibrary loan items) may be renewed online by going to the library website [here](#) and accessing your library circulation record or by calling the circulation department at [714-532-7723](tel:714-532-7723).

Items cannot be renewed if they are overdue, have been placed on hold by another patron, have been recalled, or have reached a maximum renewal. You are charged with keeping track of all due dates when renewing online; only system posted due dates are valid.

Holds

You can place a hold on items that are currently checked out to another patron. Once the item is returned it will be set aside and you will be notified that it is being held. Items are held at the circulation desk for 3 days.

To place a hold on an item that is currently checked out, locate the item in the library catalog then click on the "Place a Hold" button at the top of the page. You will need to enter your name and Chapman I.D. number to process the request.

Holds cannot be placed on non-circulating items or on items that the catalog indicates are available.

Recalls

Items needed for course reserve may be recalled at any time and must be returned immediately. If an item is recalled, you will be sent an email with the new due date. Failure to read your email does not remove your responsibility for returning the item by its new due date.

Billing and Payments

Graduate teaching assistants do not incur overdue fines for items returned late. However, you will receive overdue notices as a reminder to return overdue items. Please return the items promptly or contact the circulation department for renewal.

You are responsible for any replacement fees (cost of item) which may result from items not returned, damage to items, or lost or stolen items, including those 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 will have 30 days to resolve the balance due by returning the item, renewing the item (if applicable), or making payment in full. 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.

Lost Item Refunds

In the event of the recovery and return of an item that has been paid for as a lost item, a refund may be issued for the cost of the item only. Processing and billing fees are not refundable. To receive a refund, the item must be undamaged and returned to the circulation department within 6 months from the original payment date. Items will be evaluated before a refund is granted. Refund checks can take up to 30 days to be issued.



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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
 - 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, Non-circulating Displays, Periodicals, Reference, Research Projects & Thesis
 - Non-Circulating (Limited checkout with 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
 - Non-Circulating (Limited checkout with approval from a Special Collections Librarian)
- Sala and Aron Samuelli Holocaust Memorial Library
 - Non-Circulating (Limited checkout with approval from Holocaust Library Staff)
- ILL (Interlibrary Loan)
 - As designated by lending library

FINE/FEE SCHEDULE

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Upon receipt of a bill for an item, you will have 30 days to resolve the balance due by returning the item, renewing the item (if applicable), or making payment in full. 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:

1. Pay the replacement amount (cost of item) at the circulation desk
2. Contact the circulation department to obtain item information (ISBN, edition, volume, etc.) so you may purchase a replacement copy. The replacement item must be in new or nearly new condition and will be evaluated upon submission. After evaluation and approval, replacement fees will be removed from your library circulation record.

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:

- \$2.00** Replacement fee for lost/damaged dry erase marker or bookable room case
- \$4.00** Replacement fee for lost/damaged dry erase eraser
- \$50.00** Replacement fee for lost/damaged bookable room access key