Welcome to the Chapman University
Leatherby Libraries

As a library card holder, you will have access to our collection and resources. Please take the time to read through the circulation policies 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.

You must present your library card in order to borrow books. **No substitutes will be accepted.** Cards are not transferable. A replacement card must be obtained if lost or stolen.

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

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, underlining, water damage/mold, writing, 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 email address.

Any outstanding fines overdue items will prevent you from renewing or borrowing including Interlibrary Loan and Reserves.

Bookdrops 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, which might affect hourly due dates for Reserve items. For the most recent updates to library hours please call (714) 532-7756 or check the library website at [www.chapman.edu/library/info](http://www.chapman.edu/library/info) under Hours.

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.**
Renewals

Items may be renewed on-line by going to the library website at www.chapman.edu/library and accessing your library circulation record or by calling the Circulation Department at (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 on-line; only system posted due dates are valid. Print the screen with the new due date as your receipt.

Holds

When an item you need is checked out you can place a “hold” on the item. This would initiate the process of setting the item aside for you when it is returned. Once the item is returned, you are 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 ID number to process the request. For additional assistance regarding holds, contact the Circulation Department.

Recalls

When an item you need is checked out you can request that the Circulation Department issue a “recall” for the item. This would initiate a process where the current borrower is notified that the item is needed by another patron. The due date for the recalled item may be revised to a new shorter loan period. The current borrower is assured of having the item for a minimum use period from the date of checkout, unless the book is needed for Course Reserves, in which case the item must be returned immediately.

An e-mail notice is sent informing the borrower that a recall has been placed. Failure on the part of the borrower to read his or her e-mail does not remove the responsibility to return the item by the recalled due date. Overdue fines for late return are $2 per day, per recalled item.

Billing and Payments

You are responsible for all fines (overdue charges), processing fees (re-ordering, re-cataloging and invoicing costs), and replacement fees (cost of item) which may result from overdue returns, damage to items, lost or stolen items.

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.
CHECKOUT PRIVILEGES

Maximum of 10 items from the circulating collection

Checkout Times, Renewal Limits and Minimum Use Periods

- Books & Oversize Books
  - 2 weeks with 1 renewal, 1 week minimum use

- Collected Works
  - 3 days with no renewals

- McNaughton Books
  - 2 weeks with 1 renewal, 1 week minimum use

- Audio Visual Items
  - No Checkout

- Reserves
  - No Checkout

- Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference Books, Research Projects & Thesis
  - Non-Circulating (Limited checkout with approval from a Reference Librarian)

- Archives & Special Collections
  - Non-Circulating (Limited checkout with approval from a Special Collections Librarian)

- Holocaust Library
  - Non-Circulating (Limited checkout with approval from Holocaust Library Staff)

- Interlibrary Loan (ILL)
  - No Checkout

FINE/FEES CHARGE

- $0.25 Overdue fine per day, per book to a $10.00 maximum late fine per book

- $1.00 Overdue fine per day, per Collected Works book to a $10.00 maximum late fine per book

- $1.00 Overdue fine per day, per McNaughton book to a $10.00 maximum late fine per book

- $1.00 Overdue fine per hour, per non-circulating item (bound/loose journals, special collections, Reference, etc.) to a $20.00 maximum late fine per item

- $2.00 Overdue fine per day, per recalled item to a $10.00 maximum late fine per item

- $2.00 Replacement fee for lost/damaged dry erase marker or bookable room case

- $4.00 Replacement fee for lost/damaged dry erase eraser

- $5.00 Replacement fee for library card

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

- $20.00 Library processing fee for lost/damaged items

- $50.00 Replacement fee for lost/damaged bookable room access key

Replacement charges for lost/damaged items are assessed as follows:

Cost of book + $20 processing fee + item overdue billing fee

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