

# Welcome to the Chapman University Leatherby Libraries



CHAPMAN  
UNIVERSITY

LEATHERBY LIBRARIES

## UNDERGRADUATE STUDENT CIRCULATION POLICIES



**Leatherby Libraries**  
One University Drive  
Orange, CA 92866



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

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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 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.

Each semester or academic term (including interterm and summer), valid proof of enrollment is required 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.

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 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, which might affect hourly due dates for reserve items. 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. Overdue fines accrue on an hourly basis for all reserves.

Return reserve items to the reserve bin at the circulation desk. There may be a delay in checking in items if they are returned to other bins, which will result in overdue fines.

### 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.

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### **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, or lost or stolen items, including those obtained by interlibrary loan and the fees designated by the lending institution from which Chapman obtained them. All unresolved and/or unpaid charges will be referred to the university business office (including a referral fee).

Payment arrangements can be made with the circulation department. Failure to honor the terms of your payment plan will result in referral of the balance 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.

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**

Failure to promptly resolve these matters will result in the forwarding of unpaid debt (with an additional referral fee) to the university business office. Failure to pay library fines and fees referred to the business office may result in delays of future registration, as well as transcript holds.

### **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
  - 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, 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

- \$0.25** Overdue fine per day, per book to a \$10.00 maximum late fine per book
- \$1.00** Overdue fine per day, per audio visual item to a \$10.00 maximum late fine per item
- \$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 reserve item to a \$20.00 maximum late fine per item
- \$1.00** Overdue fine per day, per interlibrary loan item to a \$10.00 maximum late fine per item
- \$1.00** Overdue fine per hour, per non-circulating item (bound/loose journals, newspapers, 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** Overdue fine per hour for a bookable room kit to a \$40.00 maximum late fine
- \$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 cost of the item
- \$10.00** Referral fee to the university business office
- \$20.00** Library processing fee
- \$50.00** Replacement fee for lost/damaged bookable room access key

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

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

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