



LEATHERBY LIBRARIES

CHECKOUT PRIVILEGES -- CHECKOUT TIMES -- MINIMUM USE -- RENEWAL LIMITS

Patron Type	Chapman University Undergraduate Student	Chapman University Graduate Student	Chapman University Doctoral Student	Chapman University Staff, Administrator, Adjunct Faculty & Visiting Scholar	Chapman University Faculty
Maximum # of items borrowed at one time	50 Items	75 Items	100 Items	50 Items	100 Items
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, MAGIC, Muth & Graphic Novels	4 weeks, 2 renewals (14 days minimum use)	8 weeks, 2 renewals (14 days minimum use)	16 weeks, 2 renewals (14 days minimum use)	4 weeks, 2 renewals (14 days minimum use)	16 weeks, 2 renewals (56 days minimum use)
McNaughton Books	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Audio/Visual: Audio CD's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	1 week, 2 renewals (3 days minimum use)	1 week, 2 renewals (3 days minimum use)	2 weeks, 5 renewals (3 days minimum use)	1 week, 2 renewals (3 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Reserve Collection: Books, Binders, Audio CD's, CD-ROM's, DVD's, Pamphlets, Dry Erase Kits, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)
Bookable Rooms & Media Equipment: Bookable Room, Cassette Player, Computer Mouse, Head Phones & Slide Viewer	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)
Non-Circulating Collections: Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Special Collections & Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Inter-Library Loan)	**	**	**	**	**

* Checkout time is designated by Professor: 1HR In Library Use Only, 2HR In Library Use Only, 6HR In Library Use Only, 2HR, 6 HR, 12HR, 24HR, 3 Day (72 HR) or 7 Day (168 HR).

** Checkout time for Chapman University & Brandman University patrons is determined by the lending library. Requests by Law School patrons will be processed by the Law Library.

*** Library privileges are available at the Leatherby Libraries after an Alumni ID card has been obtained. Delivery services are not available.

CHECKOUT PRIVILEGES -- CHECKOUT TIMES -- MINIMUM USE -- RENEWAL LIMITS

Patron Type	Brandman University Student, Staff & Faculty	Brandman & Chapman University Alumni	Community Patron, Town & Gown, President's Circle & University Guest	Emeritus & Retired Faculty	Executive Level Deans, Governor, Trustee, Library Board, President's Cabinet & Senior Staff
Maximum # of items borrowed at one time	20 Items (5 Audio/Visual)	10 Items (3 Audio/Visual)	10 Items (No Audio/Visual)	10 Items	100 Items
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, MAGIC, Muth & Graphic Novels	6 weeks, 1 renewal (14 days minimum use)	2 weeks***, 1 renewal (7 days minimum use)	2 weeks, 1 renewal (7 days minimum use)	4 weeks, 2 renewals (14 days minimum use)	16 weeks, 2 renewals (56 days minimum use)
McNaughton Books	2 weeks, 1 renewal (7 days minimum use)	2 weeks***, 1 renewal (7 days minimum use)	2 weeks, 1 renewal (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Audio/Visual: Audio CD's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	2 weeks, 1 renewal (3 days minimum use)	2 days***, 1 renewal (1 day minimum use)	No Check-out	1 week, 2 renewals (3 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Reserve Collection: Books, Binders, Audio CD's, CD-ROM's, DVD's, Pamphlets, Dry Erase Kits, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	No Check-out	No Check-out	No Check-out	Limit of 3 Reserves at one time* (No Renewals)
Bookable Rooms & Media Equipment: Bookable Room, Cassette Player, Computer Mouse, Head Phones & Slide Viewer	1 - 3 Hours (No Renewals)	1 - 3 Hours (Bookable Rooms on walk up basis only)	No Check-out	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)
Non-Circulating Collections: Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Special Collections & Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Inter-Library Loan)	**	N/A	N/A	**	**

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08/2011

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