

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

Patron Types	Chapman University Undergraduate Student	Chapman University Graduate Student	Chapman University Doctoral Student	Chapman University Extended Education Student	Chapman University Alumni
Maximum # of items borrowed at one time	50 Items	75 Items	100 Items	50 Items	10 Items (3 Audio/Visual)
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)	2 weeks***, 1 renewal (7 days minimum use)
McNaughton Books	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks***, 1 renewal (7 days minimum use)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CD's, Blu-ray's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	1 week, 2 renewals (3 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	1 week, 2 renewals (3 days minimum use)	2 days***, 1 renewal (1 day minimum use)
Reserve Collection: Books, Binders, Audio CD's, Blu-ray's, CD-ROM's, DVD's, 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)	No Check-out
Calculator, Cassette Player, CD-ROM Drive, Dry Erase Kit, Head Phones & Slide Viewer	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)
Bookable Room	1 - 3 Hours (No Renewals)	1 - 4 Hours (No Renewals)	1 - 5 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
Huell Howser Collection, The Frank Mt. Pleasant Library of Special Collections and Archives	Limited checkout with approval from a Special Collections & Archives Librarian				
Sala and Aron Samuelli Holocaust Memorial Library	Limited checkout with approval from the Holocaust Memorial Library Staff				
ILL (Inter-Library Loan)	**	**	**	**	N/A

\* Checkout time is designated by Professor - 1HRI, 2HRI, 6HRI, 2HR, 6HR, 12HR, 24HR, 3 Day (72HR) or 7 Day (168HR) - HRI signifies In Library Use Only/no overnight checkout.

\*\* Checkout time is determined by the lending library. Requests by Law School patrons will be processed by the Law Library.

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Patron Types	Chapman University Administrators & Staff	Chapman University Research Assistant	Chapman University Visiting Scholar	Chapman University Adjunct Faculty	Chapman University Faculty
Maximum # of items borrowed at one time	50 Items	50 Items	50 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)	4 weeks, 2 renewals (14 days minimum use)	4 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, 2 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CD's, Blu-ray's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	2 weeks, 2 renewals (3 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	2 weeks, 5 renewals (7 days minimum use)
Reserve Collection: Books, Binders, Audio CD's, Blu-ray's, CD-ROM's, DVD's, 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)
Calculator, Cassette Player, CD-ROM Drive, Dry Erase Kit, Head Phones & Slide Viewer	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)
Bookable Room	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 5 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
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Patron Types	Chapman University Deans, Executives and Senior Staff	Chapman University Governor, Library Board, President's Cabinet and Trustee	Emeritus & Retired Faculty	President's Circle and Town & Gown	University Guest
Maximum # of items borrowed at one time	100 Items	100 Items	10 Items	10 Items (No Audio/Visual)	10 Items (No Audio/Visual)
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, MAGIC, Muth & Graphic Novels	16 weeks, 2 renewals (56 days minimum use)	16 weeks, 2 renewals (56 days minimum use)	4 weeks, 2 renewals (14 days minimum use)	2 weeks, 1 renewal (7 days minimum use)	2 weeks, 1 renewal (7 days minimum use)
McNaughton Books	2 weeks, 5 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)	2 weeks, 2 renewals (7 days minimum use)	2 weeks, 1 renewal (7 days minimum use)	2 weeks, 1 renewal (7 days minimum use)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CD's, Blu-ray's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	2 weeks, 5 renewals (7 days minimum use)	2 weeks, 5 renewals (7 days minimum use)	2 weeks, 2 renewals (3 days minimum use)	No Check-out	No Check-out
Reserve Collection: Books, Binders, Audio CD's, Blu-ray's, CD-ROM's, DVD's, Videos, etc.	Limit of 3 Reserves at one time* (No Renewals)	Limit of 3 Reserves at one time* (No Renewals)	No Check-out	No Check-out	No Check-out
Calculator, Cassette Player, CD-ROM Drive, Dry Erase Kit, Head Phones & Slide Viewer	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	No Check-out	No Check-out
Bookable Room	1 - 5 Hours (No Renewals)	1 - 5 Hours (No Renewals)	1 - 3 Hours (No Renewals)	No Check-out	No Check-out
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian				
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Patron Types	Brandman University Student	Brandman University Staff	Brandman University Faculty	Brandman University Alumni
Maximum # of items borrowed at one time	20 Items (5 Audio/Visual)	20 Items (5 Audio/Visual)	20 Items (5 Audio/Visual)	10 Items (3 Audio/Visual)
Books & Oversize Books within the Circulating Collections including the Alumni Alcove, Friedman, MAGIC, Muth & Graphic Novels	6 weeks, 1 renewal (14 days minimum use)	6 weeks, 1 renewal (14 days minimum use)	6 weeks, 1 renewal (14 days minimum use)	2 weeks***, 1 renewal (7 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***, 1 renewal (7 days minimum use)
Collected Works	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)	3 days (No Renewals)
Audio/Visual: Audio CD's, Blu-ray's, Cassette Tapes, DVD's, CD-ROM's, LP's, Music CD's & Videos	2 weeks, 1 renewal (3 days minimum use)	2 weeks, 1 renewal (3 days minimum use)	2 weeks, 1 renewal (3 days minimum use)	2 days***, 1 renewal (1 day minimum use)
Reserve Collection: Books, Binders, Audio CD's, Blu-ray's, CD-ROM's, DVD's, 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)	No Check-out
Calculator, Cassette Player, CD-ROM Drive, Dry Erase Kit, Head Phones & Slide Viewer	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)	3 Hours (No Renewals)
Bookable Room	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)	1 - 3 Hours (No Renewals)
Abstracts, Atlases, Globes, Journals, Maps, Microforms, Newspapers, Periodicals, Reference, Research Projects & Thesis	Limited checkout with approval from a Reference Librarian			
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06/2016

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