

# Borrowing Privileges

## Corporate Guest Borrower

### Eligibility

- Any organization with a need for a transferable library card and library services is eligible.
- One individual in the organization is required to serve as library coordinator and is financially responsible for all items checked out and all fines accrued.
- The Financial Officer/Bookkeeper/Accountant of the corporation must submit a letter stating the name of the designated Library Coordinator.

### Registration

- The patron will register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- The patron must present a letter on company letterhead requesting the account.
- The registration fee, payable by check, cash or credit card at the time of registration, is non-refundable.
- Registration is \$150/quarter or \$500/annually. Additional fees are assessed for some services as noted below.
- A library card valid for the time of registration is issued at registration. Privileges cannot be renewed until all fines and other obligations have been cleared.
- The card is transferable within the corporation named on the card. It may be used by any employees of that organization.
- The library card establishes eligibility for the services described below and must be presented when requested by a library staff member.
- Not-for-profit-organizations with a budget of \$500,000 or less are eligible for a reduced rate of \$150/annually upon production of a 501(c)3 certificate and a copy of the most recent annual report listing its operating budget.

### Library Access

- On-site access is offered to all collections in all Dartmouth libraries. Materials may be checked out with a valid library card.

## Borrowing Privileges

- Loan period is 28 days, unless otherwise specified by the individual library.
- There is a 50-book limit for Corporate Guest Borrowers.
- Items may be renewed 3 times unless specifically excluded.

## Recalls

- Any registered user may recall material that is currently checked out. All materials, checked out by any patron, are subject to recall.
- Recalls may be requested at the Circulation Desk. We will notify the current user the following day that this item now has a new, earlier, due date. Once it has been returned, we will send a hold pick-up notice, informing the new user that the item is on the hold shelf at the Circulation Desk.
- Each user is entitled to keep an item for a minimum amount of time, calculated from the original check out date, before it is eligible for recall:
  - Books - 14 days, Journals - 1 day
  - Exception: Items recalled by the Reserve Services Desk are due back to the Circulation Desk immediately.
- A new due date will accompany the recall notice. The item must be returned to the Circulation Desk by that date, or overdue fines will be charged. Overdue fines on recalled items are \$1.00 per day, per item.
- Recalled items cannot be renewed.

## Overdue and Recall Fines

- Overdue fines for books and are generally 10¢ per day. Overdue fines will be charged for late renewals.
- Late respondents to recall notices are charged \$1 per day per item.

## Renewals

- Most library materials may be renewed up to three times via phone, email, Internet, fax, mail, or in person. They do not have to be returned to the library for renewal.
- Exceptions include recalled materials, course reserve materials, and non-print materials from the Jones Media Center and other collections. These materials must be physically returned to the library and may be eligible to be checked out a second time if another patron is not waiting for the material.

## Unreturned Materials

- Patrons are responsible for all materials checked out to them.
- Any materials not returned, lost, or stolen, must be replaced.
- Replacement includes the cost of the book, a billing fee of \$15.00, and a processing fee of \$25.00.

- If a book is lost or stolen, the library should be notified immediately to stop the accrual of fines and start the replacement procedure.
- If the book is found and returned to the library, the replacement and processing fees will be refunded, but the billing fee of \$15.00 will not.

## **Interlibrary Loan**

- Materials that Dartmouth does not own may be obtained from other institutions through DartDoc.
- This service costs a minimum of \$25 per transaction (more if Dartmouth's costs for the transaction are higher). Payment should be arranged at the time the item is picked up.
- First priority is always given to members of the Dartmouth community.

## **BorrowDirect**

- BorrowDirect is not available to Corporate Guest Borrowers.