

Borrowing Privileges

Guest Borrower

Eligibility

- Any individual not affiliated with Dartmouth College or DHMC is eligible.
- Must be at least 18 years old.
- Proof of residency of Vermont or New Hampshire is required, as outlined below.

Registration

- Register at the Circulation Desk in Baker-Berry Library.
- Positive identification (current driver's license or passport) is required to register and proof of current residence in Vermont or New Hampshire, including one current item reflecting a corresponding street address. A post office box is not sufficient.
- The registration fee, payable by check or cash at the time of registration, is non-refundable.
- Registration is \$45/quarter or \$150/annually. Additional fees are assessed for some services as noted below.
- A borrowing privileges agreement must be signed by the patron.
- 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 non-transferable and may be used only by the person to whom it was issued.
- The library card establishes eligibility for the services described below and must be presented when requested by a library staff member.

Borrowing Privileges

- Loan period is 28 days, unless otherwise specified by the individual library.
- There is a 25-book limit for guest borrowers.
- Subject to certain exceptions, all items may be renewed three times.

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 \$16 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 Guest Borrowers.