

Borrowing Privileges

High School Borrower

Eligibility

- Any high school student in the local area is eligible for borrowing privileges whose research needs cannot be met by school, town, or state libraries.
- Registration must be approved and signed for by the school librarian or principal. The librarian or principal are financially responsible for all items checked out and all fines accrued.
- Each student may register for a four-week period once every academic year.
- High school students registered for (but not auditing) Dartmouth College courses have the same library privileges as Dartmouth undergraduates.

Registration

- Register at the Circulation Desk in Baker-Berry Library.
- There is no registration fee for high school borrowers.
- Students must have registration card signed by school librarian or principal.
- A library card valid for four weeks is issued at registration.
- 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 or the expiration date on the library card, whichever comes first, unless otherwise specified by the individual library.

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 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 will be due at the expiration of the library card, therefore renewals are not offered.

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.

DartDoc (Interlibrary Loan)

- DartDoc services are not available to high school borrowers. These services should be arranged through their school library.

BorrowDirect

- BorrowDirect is not available to high school borrowers.