

# Borrowing Privileges

## Retired Dartmouth College Staff

### Eligibility

- Retired Exempt, Non-Exempt, Library or service staff of Dartmouth College, Dartmouth Medical School, Thayer School, or Tuck School.

### Registration

- Register at the Circulation Desk in Baker-Berry Library.
- A current, valid Dartmouth College Retired Employee ID (available from Dartmouth Card Office) is required to establish eligibility for library services.
- There is no registration fee.
- Privileges are for a two-year term. Registrations must be renewed every two years. 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.

### Library Access

- Onsite access is offered to all collections in all Dartmouth libraries, with a valid library card.

### Borrowing Privileges

- Loan period is 28 days, unless otherwise specified by the individual library.
- There is a 25-book limit for retired Dartmouth College employees.

### Recalls

- Any registered user may recall material that is currently checked out. All materials, checked out by any patron, are subject to recall.
- You may request a recall 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 you a Hold Pick-up Notice, letting you know 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.
- If you receive a recall notice, it will name a new due date. 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 may be renewed up to three times via phone, email, Internet, mail, or in person. They do not have to be returned to the library.
- 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.
- For more information and contact information for each Dartmouth Library: Renewals.

## 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)

- 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 retired Dartmouth College employees.