

Borrowing Privileges

Undergraduate, Graduate, Visiting/Exchange Students

Eligibility

- Any Dartmouth College undergraduate, graduate or visiting/exchange student.

Registration

- All students are pre-registered in the library system.
- Anyone with a question or problem library account should visit any Circulation Desk.
- A current, valid Dartmouth College ID is required to establish eligibility for library services.
- There is no registration fee for undergraduate students.
- Privileges expire when the student graduates.
- The privileges are non-transferable and may be used only by the person to whom they are issued.
- The Dartmouth ID establishes eligibility for the services described below and must be presented when requested by a library staff member.

Borrowing Privileges

- Loan period is 120 days, 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.
- 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 checkout 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. Resource sharing (BorrowDirect and DartDoc) items are due back within 5 days. Failure to return resource sharing recalled items promptly may result in blocked library privileges.

- 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.
- This recall policy remains in effect throughout the year, including intersession. To avoid overdue fines and/or blocked accounts return your books before you leave campus.

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 is free for undergraduate students.

BorrowDirect

- [BorrowDirect](#) is available to undergraduate students.
- BorrowDirect allows faculty, students and staff at Dartmouth College to directly request books from the combined library catalogs of Brown, Columbia, Cornell, Duke, Harvard, Johns Hopkins University, Massachusetts Institute of Technology, University of Chicago, University of Pennsylvania, Princeton, Yale, and the Center for Research Libraries.