

Borrowing Privileges

Visiting Scholars/Courtesy Appointments

Eligibility

- Individual scholars who have received a courtesy appointment from Dartmouth College or DHMC.
- Visiting scholars will submit a letter from a sponsoring department Chair, on letterhead, indicating the length of the visit/appointment.
- Members of the Matariki Network of Universities (Durham University, Queen's University, University of Otago, University of Tübingen, University of Western Australia, and Uppsala University) do not need a letter from a sponsoring department Chair. They only need to show university affiliation and ID.

Registration

- There is no fee for visiting scholars/courtesy appointments.
- A borrowing privileges agreement must be signed by the visiting scholar and their sponsoring department.
- Visiting scholars will have library privileges for the length of time indicated on the letter from the department.
- The privileges are non-transferable and may be used only by the person to whom they are issued.
- The visiting scholar's Dartmouth ID or library-issued green card establishes eligibility for the services described below and must be presented when requested by a library staff member.

Borrowing Privileges

- Loan period is for the duration of the appointment or 120 days whichever is more, 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.
- Overdue recalls 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.
- 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 is free for visiting scholars/courtesy appointments.

BorrowDirect

- BorrowDirect is available to Visiting Scholars.