

# Borrowing Privileges

## Dartmouth College Employee Families

### Eligibility

- Spouses, domestic partners, and adult children (living at the same address) of Dartmouth College employees (faculty, employees, emeriti or retired staff, including Medical School, Thayer School, and Tuck School) are eligible. Spouses, domestic partners, and adult children (living at the same address) of graduate students of Dartmouth College, Dartmouth Medical School, Thayer School or Tuck School are also eligible.
- Family members are not eligible for library privileges (except by special arrangement) if they are under 18 or are enrolled in an academic program at another institution.
- Library privileges will be voided if spouse/domestic partner/parent leaves the employ of Dartmouth or completes graduate work. Spouses/domestic partners/adult children (living at the same address) of employees who retire continue their eligibility for library privileges. Adult children of deceased employees lose their eligibility for library privileges.
- The employee or graduate student of Dartmouth is financially responsible for all items checked out and all fines accrued.

### Registration

- Register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- The registration card must be signed by Dartmouth employee or graduate student, affirming that they are responsible for the items checked out and fines accrued by the family member.
- There is no registration fee for employee family patrons.
- A library card valid for one year is issued at registration. Registrations must be renewed annually. 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

- On-site 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 employee family patrons.
- Items may be renewed 3 times subject to exceptions listed below.

## 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 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 is free for employee family patrons.

## **BorrowDirect**

- BorrowDirect is not available to employee or graduate student spouses/domestic partners.