

Borrowing Privileges

Faculty/Research Assistant

Eligibility

- A faculty member may designate a Dartmouth/DHMC affiliate as a research assistant (RA) to check out materials for the faculty member.
- Registration card must be approved and signed by the faculty member.
- Faculty is responsible for all items checked out.

Registration

- Register at any Circulation Desk.
- A current, valid Dartmouth College ID or driver's license is required to establish eligibility for library services.
- There is no registration fee.
- RA must have registration card signed by the faculty member.
- Privileges are for length of time determined by the faculty member.
- The privileges are non-transferable and may be used only by the person to whom they are issued.
- The RA 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 120 days or the expiration date of the RA card, unless otherwise specified by the individual library.
- There is a 50-item limit for RA borrowers.
- Overdue materials cannot be renewed on an research assistant account. Overdue materials will be transferred to the faculty member's account.
- At the expiration of the RA account, all items will be transferred to the faculty member's account.

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 privileges will be suspended until recalled items have been returned to the library.
- Recalled items cannot be renewed.

Unreturned Materials

- The faculty member requesting the RA account is responsible for all materials checked out.
- Any materials not returned, lost, or stolen, must be replaced.
- Please help us avoid unnecessary replacement costs by returning all material.

DartDoc (Interlibrary Loan)

- Materials that Dartmouth does not own may be obtained from other institutions through DartDoc.
- This service is free for faculty/RAs.

BorrowDirect

- BorrowDirect is available to faculty/RAs.