

# Borrowing Privileges

## Osher@Dartmouth Students and Instructors

### Eligibility

- Anyone either currently registered for or teaching an OSHER@Dartmouth class.
- OSHER students must re-register for library privileges each session.
- OSHER instructors must re-register annually, in mid-June, if they are teaching again the next year.

### Registration

- Register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- For OSHER students: a library card valid only for the duration of the OSHER session is issued at registration.
- For OSHER instructors: a library card valid until June 30th of the current year is issued at registration.
- There is no registration fee for OSHER students or instructors.
- 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.

### Borrowing Privileges

- Loan period is 28 days or the end of the session/expiration date on the library card, unless otherwise specified by the individual library.
- OSHER students and instructors may check out up to 25 items.
- All items (with certain listed exceptions) may be renewed 3 times within the duration of the library card.

### 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 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 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 for OSHER students.