

Borrowing Privileges

Dartmouth Staff

Eligibility

- Staff currently holding permanent positions at Dartmouth College, Dartmouth Medical School, Thayer School, or Tuck School.
- While we do not extend borrowing privileges to Temporary employees, they are free to use and enjoy the library as Guests/Visitors.
 - Within most Dartmouth libraries, visitors are welcome to browse the open book stacks; to use electronic journals and books; newspapers and periodicals; music CDs; DVDs and videos; microforms; maps; and government documents.
 - The Library's online catalog is freely available, and some digital resources are available to visitors, but others are restricted to the Dartmouth Community only.
 - Items not on the shelf because they are in circulation will not be recalled for Visitors/Unregistered Users.
 - Storage Library materials may be available for use by visitors. Contact the Baker-Berry Reference Desk for assistance. Email or Telephone: 603-646-2704.

Registration

- All permanent staff are pre-registered in the Library system.
- A current, valid Dartmouth College ID is required to establish eligibility for library services.
- There is no registration fee.
- Privileges expire when the staff member has left Dartmouth. Privileges cannot be renewed until all fines and other obligations have been cleared.
- 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.

Library Access

- Onsite access is offered to all collections in all Dartmouth libraries, with a valid Dartmouth ID.

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.