

Visiting Scholar & Courtesy Appointment Library Contract

Welcome to the Dartmouth College Library. By accepting this library card, you acknowledge the responsibilities and expectations outlined below. Your library account will expire at the time specified by your sponsoring department. By that date, you are required to return all outstanding library material and settle any library charges.

Borrowing Privileges

- You must present your library card at time of checkout; no material will be circulated without the library card present
- Most library books circulate for a period of 28 days, unless otherwise specified by the individual library
- Most library material may be renewed up to three times
- All library material is subject to recall
- Recalled material must be returned by the recall due date and is subject to overdue fines of \$1.00 per day
- Any material not returned, lost or stolen must be replaced
- If library material is lost or stolen, the library should be notified immediately to stop the accrual of fines and start the replacement procedure
- Replacement includes the cost of the item, a billing fee of \$15.00 and a processing fee of \$25.00
- If billed material is found and returned to the library, the replacement and processing fees will be refunded, but the billing fee of \$15.00 will not

A complete listing of library privileges and services may be found online at <http://www.dartmouth.edu/~library/circ/visiting scholars.html>.

Please don't hesitate to ask questions and familiarize yourself with our services and facilities.

I have read and understand the above rights and responsibilities.

Signature: _____ Date: _____

Name (please print): _____

Sponsoring Department: _____