Borrowing Privileges – Corporate Guest Borrower

Eligibility
- Any organization with a need for a transferable library card and library services is eligible.
- One individual in the organization is required to serve as library coordinator and is financially responsible for all items checked out and all fines accrued.
- Financial Officer/Bookkeeper/Accountant of the corporation must submit a letter stating the name of the designated Library Coordinator.

Registration
- Register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- The registration fee, payable by check or cash at the time of registration, is non-refundable.
- Registration is $150/quarter or $500/annually. Additional fees are assessed for some services as noted below.
- A library card valid for the time of registration is issued at registration. Privileges cannot be renewed until all fines and other obligations have been cleared.
- The card is transferable within the corporation named on the card. It may be used by any employees of that organization.
- The library card establishes eligibility for the services described below and must be presented when requested by a library staff member.
- Not-for-profit organizations with a budget of $500,000 or less are eligible for a reduced rate of $150/annually upon production of a 501(c)3 certificate and a copy of the most recent annual report listing its operating budget.

Library Access
- Onsite access is offered to all collections in all Dartmouth libraries. Materials may be checked out with a valid library card.

Borrowing Privileges
- Loan period is 28 days, unless otherwise specified by the individual library.
- There is a 50-book limit for Corporate Guest Borrowers.

Recalls
- Any registered user may recall material that is currently checked out. ALL materials, checked out by ANY patron, are subject to recall.
- You may request a recall 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 you a Hold Pick-up Notice, letting you know 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.
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• If you receive a recall notice, it will name a new due date. 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 and 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.
• 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.
• For more information and contact information for each Dartmouth Library: http://diglib.dartmouth.edu/about/circ_policies.shtml#renewals

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 Interlibrary Loan.
• This service costs a minimum of $25 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.

Borrow Direct
• Borrow Direct is not available to Corporate Guest Borrowers.

Reference Services
• Reference service is available in all libraries. There is no charge for the first 15 minutes of a project. When available, additional reference services will be provided at a rate of $50 per hour, prorated. Availability depends on staffing levels and demands for services. First priority is always given to members of the Dartmouth community.

Educational Services
• Services such as tours, orientation, and workshops may be available to Corporate Guest Borrowers. Consult with the appropriate library to determine availability.

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