Borrowing Privileges - High School Borrower

Eligibility
- Any high school student in the local area whose research needs cannot be met by school, town, or state libraries is eligible.
- Registration must be approved and signed for by the school librarian or principal. The librarian or principal are financially responsible for all items checked out and all fines accrued.
- Each student may register for a four-week period once every academic year.
- High school students registered for (but not auditing) Dartmouth College courses have the same library privileges as Dartmouth undergraduates.

Registration
- Register at the Circulation Desk in Baker-Berry Library.
- There is no registration fee for High School Borrowers.
- Students must have registration card signed by school librarian or principal.
- A library card valid for four weeks is issued at registration.
- 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.

Library Access
- Onsite access is offered to all collections in all Dartmouth libraries.

Borrowing Privileges
- Loan period is 28 days or the expiration date on the library card, whichever comes first, 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.
- 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.
- 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 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 will be due at the expiration of the library card, therefore renewals are not offered.

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.

DartDoc (Interlibrary Loan)

- DartDoc services are not available to High School Borrowers. These services should be arranged through their school library.

Borrow Direct

- Borrow Direct is not available to High School 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.

Library Use by Student Groups Outside of the Dartmouth Community

- The Dartmouth College and its Library value highly our relationship with the Upper Valley community and the region's schools. We recognize the positive effect, for example, a visit to our Library by advanced level classes from our high schools can have on students anticipating the move to college level work. We are eager to play a role in this educational opportunity whenever possible. We also take seriously our role in the education process of our Dartmouth students and know that their needs must be our priority.
- Consequently, the use of Baker-Berry Library for research by student groups not affiliated with Dartmouth College is limited to the College's intersessions, or those weeks when the College is not in session. This policy affects high school student groups as well as any other non-Dartmouth student groups. This policy is in place to insure Dartmouth students have unimpeded access to the computers and the collections during term, especially during midterms and the last few weeks of each term when they are studying for exams and researching and writing papers.

Arranging Your Visit

- Teachers of high school classes that wish to visit the library during an intersession, including weekends, must contact Baker-Berry Library at least two weeks in advance. Please send an email to Baker-Berry Library Research & Instructional Services with a description of your visit request. In the email, indicate if you wish for your students to have borrowing privileges at the time of your visit.