Borrowing Privileges – Osher@Dartmouth
Students and Instructors

Eligibility
- Anyone 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 drivers 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 15th 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.

Library Access
- Onsite access is offered to all collections in all Dartmouth libraries, with a valid library card.

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.

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.
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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 $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.

Borrow Direct
- Borrow Direct is not available for OSHER students.

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. Consult with the appropriate library to determine availability.