Borrowing Privileges - Visiting Scholars/Courtesy Appointments

Eligibility

- Individual scholars who have received a courtesy appointment from Dartmouth College or DHMC - Must submit a letter from sponsoring department Chair, on letterhead, indicating the length of the visit/appointment.
- Members of the Matariki Network of Universities: Durham University, Queen's University, University of Otago, University of Tubingen, University of Western Australia, and Uppsala University - must show university affiliation and ID.

Registration

- Upon notification to HR from the academic department scholars will automatically load into the library system.
- There is no fee for visiting scholars/courtesy appointments.
- A borrowing privileges agreement must be signed by the borrower and their sponsoring department.
- Visiting Scholars will have library privileges for the length of time indicated on letter from department.
- The privileges are non-transferable and may be used only by the person to whom they are issued.
- The Scholar's Dartmouth ID or Library issued Green 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 120 days, 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:
  o Books - 14 days, Journals - 1 day
  o 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 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: 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.
• Interlibrary Loan is free for visiting scholars/courtesy appointments.

Borrow Direct

• Borrow Direct is not available to visiting scholars at this time.
Reference Services

- Reference service is available in all libraries.

Educational Services

- Services such as tours, orientation, and workshops may be available. Consult with the appropriate library to determine availability.