

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.
- The Financial Officer/Bookkeeper/Accountant of the corporation must submit a letter stating the name of the designated Library Coordinator.

Registration

- The patron will register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- The patron must present a letter on company letterhead requesting the account.
- The registration fee, payable by check or credit card 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

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

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- Loan period is 28 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.
- Each user is entitled to keep an item for a minimum of 14 days from the time of recall. Exception: Items recalled by the Reserve Services may be due back to the Circulation Desk immediately.
- A new due date will accompany the recall notice. 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.

Renewals

- Most library materials may be renewed an unlimited amount of times via phone, email, Internet, fax, mail, or in person. They do not have to be returned to the library for renewal.
- 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.

Unreturned Materials

- Patrons are responsible for all materials checked out to them.
- Any materials not returned, lost, or stolen, must be replaced.

- If the book is found and returned to the library, the replacement cost will be refunded.

Interlibrary Loan

- Materials that Dartmouth does not own may be obtained from other institutions through DartDoc.
- This service costs a minimum of \$45 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.

BorrowDirect

- BorrowDirect is not available to Corporate Guest Borrowers.