

Borrowing Privileges

Guest Borrower

Eligibility

- Any individual not affiliated with Dartmouth College or DHMC is eligible.
- Must be at least 18 years old.
- Proof of residency of Vermont or New Hampshire is required, as outlined below.

Registration

- Register at the Circulation Desk in Baker-Berry Library.
- Positive identification (current driver's license or passport) is required to register and proof of current residence in Vermont or New Hampshire, including one current item reflecting a corresponding street address. A post office box is not sufficient.
- The registration fee, payable by check or cash at the time of registration, is non-refundable.
- Registration is \$45/quarter or \$150/annually. Additional fees are assessed for some services as noted below.
- A borrowing privileges agreement must be signed by the patron.
- 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 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.

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- Loan period is 28 days, unless otherwise specified by the individual library.
- Subject to certain exceptions, all items may be renewed an unlimited amount of times.

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 date of the recall. Exception: Items recalled by the Reserve Services Desk are due back to the Circulation Desk immediately.
- Overdue fines on recalled items are \$1.00 per day, per item.
- Recalled items cannot be renewed.

Overdue and Recall Fines

- Late respondents to recall notices are charged \$1 per day per item.

Renewals

- Most library materials may be renewed an unlimited amount of times. 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 and patrons will be charged replacement costs.
- 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 fees 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 Guest Borrowers.