

# Borrowing Privileges

## Osher@Dartmouth Students and Instructors

### Eligibility

- Anyone either currently registered for or teaching an OSHER@Dartmouth class.

### Registration

- Register at the Circulation Desk in Baker-Berry.
- Positive identification (current driver's license or passport) is required to register.
- Library cards for OSHER students and Instructors are valid for the duration of the OSHER school year, July 1st- June 30th regardless of date of issuance.
- 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.

### Borrowing Privileges

- Loan period is 28 days with unlimited renewals until the end of the session/expiration date on the library card, unless otherwise specified by the individual library.
- OSHER card holders may borrow items from any of the Dartmouth libraries.

### 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 recall.  
Exception: Items recalled by the Reserve Services may be 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

- Overdue recalls are charged \$1 per day per item.

## Renewals

- Most library materials may be unlimited number of times until the expiration date on the card. They may be renewed 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 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 fee 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 for OSHER students.

## **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.