

# Borrowing Privileges

## Retired Dartmouth College Staff

### Eligibility

- Retired staff of Dartmouth College, Dartmouth Medical School, Thayer School, or Tuck School.

### Registration

- Register at the Circulation Desk in Baker-Berry Library.
- A current, valid Dartmouth College Retired Employee ID (available from Dartmouth Card Office) is required to establish eligibility for library services.
- There is no registration fee.
- Privileges are for a two-year term. Registrations must be renewed every two years. 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.

### 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, 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 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 up unlimited times via phone, email, Internet, 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 and patrons will be charged replacement costs.
- If a book is lost or stolen, the library should be notified immediately.
- If the book is found and returned to the library, the replacement costs will be refunded.

## DartDoc (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 retired Dartmouth College employees.