

Borrowing Privileges

Visiting Scholars/Courtesy Appointments

Eligibility

- Individual scholars who have received a courtesy appointment from Dartmouth College or DHMC.
- Visiting scholars who do not have a Dartmouth-issued ID will submit a letter from a 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 Tübingen, University of Western Australia, and Uppsala University) do not need a letter from a sponsoring department Chair. They only need to show university affiliation and ID.

Registration

- There is no fee for visiting scholars/courtesy appointments.
- Visiting scholars will have library privileges for the length of time indicated on the letter from the department.
- The privileges are non-transferable and may be used only by the person to whom they are issued.
- The visiting 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.

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- Loan period is for the duration of the appointment, unless specified.

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.

- 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.

Overdue and Recall Fines

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

Renewals

- Most library materials may be renewed unlimited times via phone, email, Internet, fax, mail, or in person. They do not have to be returned to the library.
- Exceptions include recalled materials and course reserve materials. 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 prior to a new copy being ordered, the fee will be refunded.

Interlibrary Loan

- Materials that Dartmouth does not own may be obtained from other institutions through DartDoc.
- This service is free for visiting scholars/courtesy appointments.

BorrowDirect

- BorrowDirect is available to Visiting Scholars.