



SUBJECT: Library

POLICY: 902.1 Undergraduate Borrowers

RELATED PROCEDURE:

EFFECTIVE:

REVISED: January 2006

REVIEWED:

Policy

All currently enrolled Great Falls College MSU students are allowed use of library materials, under the following guidelines:

1. A current Great Falls College MSU Student ID is necessary to check out library materials. A student ID can be obtained from Admissions.
2. Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. The most recent issues of periodicals do not circulate, but may be used in the library. Back issues of journals, magazines and newspapers circulate for 3 days. All items are renewable once if they are not requested by another patron. Renewals may be made in person or by phone. All items are subject to recall after 3 weeks, if requested by another patron.
3. Fines for 3-week loan items and periodicals are assessed at \$0.50 per day/per item. Overdue reserve materials accrue at \$2.00 per item/per hour, up to a daily maximum of \$14.00 per item. Overdue interlibrary loans accrue at \$1.00 per day. There is no maximum fine for interlibrary loan items. Overdue AV materials accrue at \$2.00 per item/per day.
4. A patron is responsible for damages to library materials while checked out under his/her account. Damaged items may be assessed a fine, depending on the extent of damage. An item returned in such a condition that it must be replaced will be treated as lost (see 6). All damaged items remain the property of the library.
5. At the end of each semester, unpaid fines will be transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other university services from you until the amount is paid in full.
6. Late materials accruing fines up to \$25.00 will be considered lost. Library materials more than 30 days overdue are also considered lost. If an item is lost, you will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print, you will be billed the average cost for a book/video in the same general subject area, plus the \$20.00 processing fee. If a periodical issue is no longer in print, you will be billed a flat \$25.00 fee. Lost material bills are transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other university services from you until the amount is paid in full.
7. Borrowing privileges will be suspended if your library fines accrue to \$25.00, your bills are transferred to the Business Office, and/or recalled items and interlibrary loan materials are not returned on time.

If you have any questions or concerns, please contact the library staff at 771-4398.