



**SUBJECT:** Library

**POLICY:** 902.3 Distance Student Borrowers

**RELATED PROCEDURE:**

**EFFECTIVE:**

**REVISED:** January 2006

**REVIEWED:**

### Policy

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

1. Students phoning or e-mailing requests for materials must provide the following information in order for requests to be filled: name, student ID number, address, phone number and e-mail address. Students coming to the library to check out materials will need a student ID or a photo ID and proof of current registration. **\*\*\*Students who reside outside of Montana should call or email to make arrangements for the delivery of materials.**
2. Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. All items are renewable once if they are not requested by another patron. Renewals may be made in person, by phone or by email; please contact us in advance of the due date to avoid fines. All items are subject to recall after 3 weeks, if requested by another patron. A week is added to the circulation time for any item mailed to a distance student. The library pays postage one-way; the borrower is responsible for return postage.

Items borrowed through interlibrary loan are subject to the circulation times of the lending library and may differ from those of Great Falls College MSU.

3. Journal articles will usually be photocopied for distance students. We can also photocopy information from resources that do not circulate, such as reference books. Photocopies do not need to be returned to the library.
4. Fines for 3-week loan items are assessed at \$0.50 per day/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. Fines will also be assessed for damaged items.
5. 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 #7). All damaged items remain the property of the library.
6. 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 transcripts and other university services from you until the amount is paid in full.
7. 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. 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 transcripts and other university services from you until the amount is paid in full.
8. 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 406-771-4398 or call 1-800-446-2698, ext. 4398. You can also email the Library at [library@gfcmu.edu](mailto:library@gfcmu.edu).