



SUBJECT: Library

POLICY: 902.4 Faculty and Staff Borrowers

RELATED PROCEDURE:

EFFECTIVE:

REVISED: January 2004

REVIEWED:

Policy

Great Falls College MSU faculty and staff may use library materials under the following guidelines:

1. Please present your State of Montana ID Card or some other picture ID for checking out Weaver library materials. Student assistants will not know every faculty and staff member, and this will assure materials are properly checked out.
2. Circulating books in the general collection may be checked out for an academic semester. The due date is the last day of classes. AV materials may be checked out for 3 weeks. Periodicals, except for current issues, circulate for 3 days. All items may be renewed once. All items are subject to recall after 3 weeks, if requested by another patron. Faculty and staff may also check out usually restricted items (such as reference books, Montana college catalogs, and current periodicals) when needed for instruction or college business. Faculty who fail to return items after 1 renewal or who do not return recalled items will be assessed for a lost item. (See #4 below.)
3. 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 4). All damaged items remain the property of the library.
4. If an item is lost, the patron will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print, an average cost is calculated, plus the \$20.00 processing fee.

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