



SUBJECT: Library

POLICY: 902.5 Community Borrowers

RELATED PROCEDURE:

EFFECTIVE: January 2006

REVISED: March 2012

REVIEWED:

Policy

Residents of Montana age 16 and older who are not students, faculty, or staff of Great Falls College MSU may become Community Borrowers. In order to apply for a Community Borrower's Card, you must present photo identification and proof of residency (such as a utility bill) in Montana and an adult signature for borrowers under the age of 18. The Weaver library asks that borrowers observe library regulations and assume the responsibilities that are inherent in these privileges.

1. Community Borrower Cards are issued for one year, but may be renewed. Your Borrower's Card is necessary to check out library materials. Lost cards should be reported promptly. A borrower is responsible for all items checked out on his/her card.
2. Community borrowers are limited to 5 items checked out at a time. Materials under heavy demand by Great Falls College MSU students and/or faculty may be withheld or recalled at the librarian's discretion. Borrowed items may be renewed once unless someone else has requested their use. Renewals may be done in person or over the phone.
3. 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 subject to recall after 3 weeks, if requested by another patron.
4. Fines for 3-week loan items and periodicals are assessed at \$0.50 per day/per item. Overdue AV materials accrue at \$2.00 per item/per day.
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 6). All damaged items remain the property of the library.
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. Lost material bills are transferred to the Business Office for collection.
7. Borrowing privileges may be revoked for failure to return items, pay fines, or pay for lost or damaged materials.

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