



<b>SUBJECT:</b>	Library		
<b>POLICY:</b>	902.1 Student Borrowers		
<b>PROCEDURE:</b>	902.1.1 Student Borrowers 902.1.2 Loanable Technology Borrowing 902.1.3 Anatomical Models and Learning Aid Kits		
<b>EFFECTIVE:</b>	January 2006	<b>REVISED:</b>	September 2025
		<b>REVIEWED:</b>	

**Introduction and Purpose**

The purpose of this policy is to define those who qualify as student borrowers and to explain applicable library use privileges.

**Policy**

All currently enrolled Montana State University system students are allowed use of library materials, under the following guidelines:

Great Falls College MSU Students

- Currently enrolled Great Falls College MSU students have full borrowing and library use privileges. A current student ID number is necessary to check out library materials.
- Books, AV materials, laptops, and technology items are available for students to borrow. Lending periods vary according to material type. See Procedure 902.1.1 for specific lending period information.
- Fines for overdue library materials will be assessed according to Procedures 902.1.1 and 902.1.2.
- Borrowers may not check out items and loan them to other people. Doing so may result in a temporary or permanent loss of borrowing privileges.
- Borrowers are responsible for damages to library materials while checked out under their account. The library reserves the right to assess a fine for damaged items, up to and including replacement costs. All damaged items remain the property of the library.
- Materials exceeding the overdue grace period will be considered lost. The library will charge borrowers the replacement cost of the item, according to Procedure 902.1.1.
- Charges for damaged or lost items will be transferred to the Student Accounts office for collection.
- The library reserves the right to suspend borrowing privileges when items are not returned, fines reach the maximum limit, and/or charges are transferred to the Student Accounts office
  - Borrowers who frequently have items reach lost status and whose charges are transferred to the Student Accounts office may have their borrowing privileges temporarily or permanently suspended, even if the lost item is returned. See procedure 902.1.1 for more information.

MSU Bozeman, MSU Northern, MSU Billings Students

- All currently enrolled MSU affiliate undergraduate and graduate students are allowed use of library materials. A current student ID or photo ID and proof of registration at an MUS affiliate school is necessary to check out library materials.

- Community borrowers policies and procedures apply to this group. See policy 902.5 and procedure 902.5.1 for more information.

#### Great Falls College Career & Technical Education Non-Credit Students

- Individuals enrolled in Continuing Education & Training, non-credit bearing classes are considered community borrowers.
- Community borrower policies and procedures apply to this group. Please see policy 902.5 and procedure 902.5.1 for more information.

#### Great Falls Public Schools Career and College Readiness & Adult Education Students

- Individuals enrolled in the Great Falls Public Schools CCRC and Adult Education classes are considered community borrowers.
- Community borrower policies and procedures apply to this group. Please see policy 902.5 and procedure 902.5.1 for more information.

#### **Definitions**

Borrower(s): refers to a person (student) who borrows materials from the library.