



<b>SUBJECT:</b>	Library		
<b>POLICY:</b>	902.1 Student Borrowers		
<b>PROCEDURE:</b>	902.1.1 Student Borrowing Procedure		
<b>EFFECTIVE:</b>	December 2021	<b>REVISED:</b>	October 2025
		<b>REVIEWED:</b>	

## Introduction and Purpose

The following procedures apply to all Great Falls College students who borrow materials from Weaver Library.

## Procedure

### Lending Periods

- See the library’s website for [updated lending periods](#). Lending periods may change without notice.
- Lending periods are communicated to the borrower via email notifications, verbal notification at time of check out, due date slips in books, and are available on the [library’s website](#). Borrower’s may also log into their library account online to view due dates and other account information. It is the borrower's responsibility to follow all lending periods, borrowing policies and procedures. Inability to follow lending periods, borrowing policies and procedures may result in temporary or permanent borrowing privilege suspension.
- Items borrowed through interlibrary loan (ILL) are subject to the borrowing policies of the lending library and may differ from the lending periods and fines and fees policies of Weaver Library.

### Fines and Fees for Late and Lost Items

The library depends on the responsible use and timely return of items, so that others may access the same resources. If items are not returned within the lending and late item grace period to the library, the library will assume that the item is not being returned and will charge the borrower with:

- **Lost item(s) replacement cost**, the cost of replacing the item(s)
- **Lost item(s) processing fee**, this fee covers the cost of materials needed to process replacement items including barcodes, labels, and other processing supplies and will be charged per lost item

### Late Item Grace Period

Weaver Library applies a late item grace period to an item’s due date (excluding days the library is closed) for student borrowers. During this time fines and fees will not be charged. If the late item grace period is shorter than the lost status applied timeline, then overdue fines may apply during that period of time.

Item Type	Late Item Grace Period	Lost Status Applied
Anatomical Models	1 day	7 days after due date
All other items	7 days	7 days after due date

### Lost Status

Lost status means that the item has not been returned to the library before or within 7 days of the item’s due date. Lost status is also applied when a borrower reports an item as lost.

When items reach lost status, the bill for the item replacement cost and processing fee(s) will be sent to the Student Accounts Office and a hold will be placed on the borrower's account. If the item is returned in good condition within 60 days of the item due date, all fines and fees associated with the item will be waived from the student's account. After 60 days, if the item is not returned or the bill is not paid, the library will assume the permanent loss of the item and the outstanding amount will be sent to the MT DOR Offset Program or a collections agency for collection. Once a bill is sent to the MT DOR Offset Program or a collections agency, it cannot be waived or refunded, even if the borrower later attempts to return the item.

To avoid lost item charges, please return items on time, request renewal before the due date, or contact the library to ask for a short-term due date extension. We are happy to make short-term extensions if you have barriers to returning an item on time.

### Overdue Fines

Weaver Library charges overdue fines for certain high demand items that are loaned on a short-term basis. These items have short loan periods to help increase the chance that the maximum number of borrowers can use the resources available in limited time periods. When you do not return an item on time, you are preventing others from accessing the same resources. To avoid overdue fines, please return items on time. Overdue fines will not be waived without a review following the library's appeals policy 901.2. An appeal does not guarantee that a fine will be waived.

Item Type	Overdue Fine
Anatomical Model	\$2/day up until the item reaches lost status

### Fines and Fees for Damaged Items

- Minor wear-and-tear from regular use is expected. Minor wear-and-tear (superficial scratches, fading) will not result in a damaged item fine.
- Items returned with damage that affects the use of the item will be assessed for repair costs, which will be charged to the borrower. Damaged item repair charges may not be waived.
- If items are damaged beyond repair, or repair costs more than replacement, the replacement cost for the item will be charged to the borrower. Damaged item replacement charges may not be waived.
- If items are returned without pieces essential to the functionality of the item, the borrower will be billed for the replacement cost of the item. These charges may not be waived.

### Late, Damaged or Lost Interlibrary Loan Items

- Overdue fines and other fees may be charged for interlibrary loan items not owned by Weaver Library. These fines and fees are determined by the library that owns the item. Any fines or fees charged to Weaver Library for interlibrary loan items borrowed will be transferred to the borrower's student account. These fines and fees are not eligible to be waived or refunded.

### Borrowing Privilege Suspension

- Borrowing privileges will be suspended when a borrower's bill is transferred to the Student Accounts Office until the bill is paid or items are returned.

- Loanable technology borrowing privileges will be suspended if a laptop is not returned for any reason or is returned in such a damaged condition that it cannot be repaired.
- Anatomical Model/Learning Kit borrowing privileges will be suspended if an anatomical model/Learning Kit is not returned for any reason or is returned in such a damaged condition that it cannot be used.
- Borrowing privileges will be suspended if items are returned with minor to moderate damage frequently.
- Borrowing privileges for items will be permanently suspended when items reach lost status and a bill is transferred to the student accounts three separate times within a 180-day period, even if the item is later returned. We do not suspend privileges lightly; however, the responsible use and timely return of items is expected. If items frequently reach lost status, this demonstrates irresponsible use and an inability to follow library lending periods, policies, and procedures.
- Appeals to borrowing privilege suspension may be made under policy 901.2.

### Distance Student Borrowers

The following procedures apply to currently enrolled students at Great Falls College MSU who live more than 40 miles outside of Great Falls.

- Distance students may request that materials be mailed to them. Materials not available to ship: laptops and anatomical models.
- Distance students must provide the following information for requests to be filled: full name, student ID or NetID number, mailing address, phone number, and email address. The library will verify Great Falls College registration with the registrar before materials are sent.
- All lending periods and fees apply to distance students. Three weeks is added to circulation time for any item mailed to a distance student borrower.
- The library pays for shipping one way.
- The borrower is responsible for return shipping, including the secure packaging of the item(s). Tracking and shipping insurance is recommended. The borrower is responsible for any damage or loss that occurs during return shipping until the package is received by a library staff member.

### Communications from the Library

The library's management system will send out automated email updates to borrowers about the status of items checked out to their accounts. The library may also call borrowers regarding late, damaged, or lost items. It is the borrower's responsibility to:

- Ensure that the email address and phone number on file with the library is correct.
- Check email notifications from the library (including spam and junk mail).
- Return phone calls from the library regarding accounts and items.
- Make note of all due dates and communicate with the library in a timely manner (before the due date) when items cannot be returned on time for any reason.

### Dropped Enrollment

Any library items checked out to a borrower's account will be due within 2 days (excluding days the library is closed) of the borrower's canceled enrollment with the college. This includes:

- Full withdrawal from all classes before the class ends for any reason

When the library is notified that a student is no longer enrolled with the college, the item will be marked as lost in the library system and the procedures for lost items will apply.

### **Definitions**

Borrower: a person who borrows items from the library.

Lending Period: the period of time in which an item is loaned to a borrower.