



<b>SUBJECT:</b>	Library		
<b>POLICY:</b>	902.1 Student Borrowers		
<b>PROCEDURE:</b>	902.1.2 Loanable Technology Borrowing		
<b>EFFECTIVE:</b>	January 2022	<b>REVISED:</b>	November 2025
		<b>REVIEWED:</b>	

**Introduction and Purpose**

Weaver Library at Great Falls College MSU provides several loanable technology items for students to check out. These items are also available to Great Falls College employees, but priority is given to student borrowers.

**Check Out**

- Current Great Falls College students or employees with an active NetID may check out any loanable technology items.
- Students at other Montana State University schools (Bozeman, Billings, Northern) may check out the following types of loanable technology items by providing a current NetID: calculators, chargers, cables, adapters, and computer accessories. Laptops are not available to other MSU students.
- Community Patrons are not eligible to borrow loanable technology items.
  - Individuals enrolled in Great Falls Public Schools Career and College Readiness Center and individuals enrolled in Great Falls College Continuing Education & Training programs fall under the community patron category unless they are dually enrolled in a Great Falls College credit-bearing course or program.

**Lending Periods**

- Lending periods vary depending on item type.
- The library may change standard lending periods at any time.
- Lending periods should be followed, and items should be returned by their due date, otherwise fines and fees may apply.
- Renewals are available for some loanable technology items. See the item description for more information.
- Temporary due date extensions may be made in cases of hardship or illness that prevent a borrower from returning an item on time. The borrower must contact the library to request a temporary extension. Temporary extensions are not guaranteed and will be assessed on a case-by-case basis.

**Laptops**

- Laptops are loaned per 8-week block.
- Laptops are only available for Great Falls College students and employees. Borrowers must sign a laptop agreement form prior to check out.

- Laptops are available on a first come, first served basis. If all laptops are checked out, a waiting list will be started and borrowers on the list will be contacted in the order they signed up when a device becomes available.
- An active Great Falls College NetID is required to sign into the device, with the first sign-in occurring on campus to connect to the domain and set up a user profile. Due to IT changes, laptops can no longer be mailed to distance students. Distance students may visit campus to check out a laptop in-person.
- Laptops are for academic use only.
- Borrowers are expected to refrain from installing, deleting, modifying or otherwise altering hardware, software, or data on the laptops. If special software is required for a course at the college, please see the Technology Assistance Center to request and install special programs. 406-771-4440.
- Laptops are not private or guaranteed secure and use or storage of personal information should be avoided. Great Falls College is not responsible for any personal information entered into the device. To minimize risk, delete all information/passwords saved on the device or in the browsers before returning the laptop.
- Borrowers must comply with MUS Board of Regents and Great Falls College MSU policies for computer and network use.
- Borrowers may not intentionally remove library barcodes or Great Falls College property tags from the equipment. If a device is returned with missing barcodes or property tags, the borrower's laptop borrowing privileges will be suspended indefinitely.
- Borrowers are responsible for the device and accessories while it is checked out to their account. Borrowers should make all efforts to protect the device from damage, loss, or theft. Borrowers should not leave the laptop unattended in publicly accessible areas. If the device or accessories are damaged, lost, or stolen, while checked out to the borrower's account, the borrower is responsible for all related costs including repair or replacement of the items.
- Borrowers should immediately report problems with a laptop to a library staff member by email, phone, or in-person.
- Laptops must be returned by their due date.
  - Local students: renewals must occur in person, and an inspection of the device is required before it may be renewed. Local students are students who live within 40 miles of Great Falls city limits.
  - Distance students: renewals may occur over the phone or by email. For the library to process the renewal, the library will first verify continuing enrollment with the registrar's office. If the registrar cannot verify enrollment, the device must be returned promptly.
- Laptops should be returned to a library staff member at the front desk. Library staff will check the laptop and verify that the device and accessories have been returned in satisfactory condition.
- Distance students may return the device by mail. Shipping costs and proper packaging to ensure protection from damage is the borrower's responsibility. Any damage or loss that occurs during shipping is the borrower's responsibility. Shipping insurance at a value of \$1,000 is recommended.

## Calculators

- Calculators are loaned per 8-week block.
- Scientific calculators may be checked out by Great Falls College students or employees, or other MSU students with an active NetID. Calculator policies may change at the discretion of the Great Falls College Mathematics Department.
- Calculators are loaned on a first come first served basis. If all calculators are checked out, borrowers will be added to a waiting list.
- Calculators can be checked out in-person or mailed to distance students.
- calculators may be renewed once. Renewals may occur in-person, over the phone, or by email. After one renewal, the calculator must be returned and given to the next person on the waiting list. If there is no waiting list, the calculator may be renewed again. Each subsequent renewal beyond the first one will only be permitted if there are no borrowers on the waiting list.
- Borrowers may not intentionally remove library barcodes or Great Falls College property tags from the equipment. If a device is returned with missing barcodes or property tags, the borrower's calculator borrowing privileges will be suspended indefinitely.
- Borrowers are responsible for the calculator and accessories while it is checked out to their account. Borrowers should make all efforts to protect the calculator from damage, loss, or theft. Borrowers should not leave the calculator unattended. If the calculator or accessories are damaged, lost, or stolen, while checked out the borrower's account, the borrower is responsible for all related costs including repair or replacement.
- Calculators should be returned to a library staff member at the front desk. Library staff will check the calculator and verify that the device and accessories have been returned in satisfactory condition.
- Distance students may return the calculator by mail. Shipping costs and proper packaging to ensure protection from damage is the borrower's responsibility. Any damage or loss that occurs during shipping is the borrower's responsibility. Shipping insurance at a value of \$100 is recommended.

## Computer Accessories – Wireless Mouse, Wireless Numeric Keypad, and Web Cams

- Computer accessories are loaned per 8-week block.
- Computer Accessories may be checked out by Great Falls College students or employees, or other MSU students with an active NetID.
- Computer Accessories are loaned on a first come first served basis. If all items are checked out, borrowers will be added to a waiting list.
- Computer Accessories can be checked out in-person or mailed to distance students.
- Computer Accessories may be renewed once. Renewals may occur in-person, over the phone, or by email. After one renewal, the item must be returned and given to the next person on the waiting list. If there is no waiting list, the item may be renewed again. Each subsequent renewal beyond the first one will only be permitted if there are no borrowers on the waiting list.
- Borrowers are responsible for the item while it is checked out to their account. Borrowers should make all efforts to protect the item from damage, loss, or theft. Borrowers should not leave the item

unattended. If the item is damaged, lost, or stolen, while checked out to the borrower's account, the borrower is responsible for all related costs including repair or replacement.

- Items with a USB dongle must be returned with the dongle included. Items returned without the dongle will render the item non-functional, in which case the borrower will be charged the full replacement cost for the item.
- Items should be returned to a library staff member at the front desk. Library staff will check the item and verify that it has been returned in satisfactory condition.
- Distance students may return the item by mail. Shipping costs and proper packaging to ensure protection from damage is the borrower's responsibility. Any damage or loss that occurs during shipping is the borrower's responsibility. Shipping insurance at a value of \$100 is recommended.

**Cables, Adapters, and Phone Chargers**

- A variety of HDMI cables, adapters, and phone chargers are loaned on a 4-hour basis for on-campus use only.
- These items may be checked out by Great Falls College students or employees, or other MSU students with an active NetID.
- These items are loaned on a first come first served basis. If all items are checked out, borrowers will be added to a waiting list.
- These items may be renewed once. Renewals can be requested at the library front desk.
- Borrowers are responsible for the item while it is checked out to their account. Borrowers should make all efforts to protect the item from damage, loss, or theft. Borrowers should not leave the item unattended. If the item is damaged, lost, or stolen, the borrower is responsible for all related costs including repair or replacement.
- Items should be returned to a library staff member at the front desk. Library staff will check the item and verify that it has been returned in satisfactory condition.

**Fines for Overdue, Damaged, or Lost Items**

Please respect the need of others to borrow the same resources and return items on time. Overdue fines and fees will be assessed as indicated below:

What	Days Until Item is Designated Lost and Fees are Assessed	Lost Item Processing Fee
Laptops & Hotspots	7 days	\$5.00
Calculators	7 days	\$5.00
Computer Accessories, Cables, Adapters, and Phone Chargers	7 days	\$5.00

- Minor wear and tear is expected and will not result in damaged item fines. Damage that exceeds normal wear and tear will be assessed, and repair costs will be charged.
- Due to the high cost of these resources, the library takes lost technology items very seriously.

- Loanable technology items will reach lost status at 7 days overdue. When an item is marked with lost status in the library system, the replacement cost for the item and a lost item processing fee will be charged.
- Replacement costs will be waived if the item is returned in undamaged and working condition within 60 days of the due date. Fines for damaged item repairs will be assessed by the Information Technology Department. The assessed cost for repairs will be charged to the borrower's account and will be transferred to the Student Accounts Office.
- Lost item fees and replacement charges will be charged to the borrower's student account.
- Lost item replacement costs & processing fees, and damaged item fines are due within 30 days of the issued bill. Payment arrangements can be made with the Student Accounts Office. Bills are issued via U.S. mail, and are reflected on the electronic student financial account. Automated email notifications may also be sent via the library management system.
- The Student Accounts Office may withhold university services until the amount is paid in full. The student Accounts Office may also transfer unpaid bills to a collections agency or the MT DOR Offset Program. Once a bill is transferred to a collections program it cannot be waived, even if the items are later returned.

### **Borrowing Privilege Suspension**

The library reserves the right to suspend borrowing privileges under the following circumstances:

- Bills are transferred to the Student Accounts Office;
- Loanable technology items are not returned, and the replacement cost is not paid.
- Privileges will be reinstated if all associated fines and fees are paid, or the item is returned in good condition.
- Loanable Technology items are returned in such a damaged condition that it is unusable.
- Loanable Technology items are repeatedly returned in damaged condition.
- Loanable Technology Items reach lost status 3 or more times within a 180-day period.

### **Related Policies**

- [701.1 Campus Networking](#)
- [701.2 Computer and Network Usage](#)
- [Board of Regents 1300 Information Technology Policies](#)
- [902.4 Faculty and Staff Borrowers](#)

### **Definitions**

- Borrower: a person with a library account who borrows items from the library.
- Great Falls College student: a person enrolled in a credit-bearing course or degree program at Great Falls College.
- Distance student: a person enrolled in online classes at Great Falls College who lives more than 40 miles outside of Great Falls city limits.
- Other MSU student: a student enrolled in a credit-bearing course or program at Montana State University Bozeman, Montana State University Billings, or Montana State University Northern.



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