



SUBJECT:	Library		
POLICY:	902.1 Student Borrowers		
PROCEDURE:	902.1.3 Anatomical Models and Learning Aid Kits		
EFFECTIVE:	February 2025	REVISED:	October 2025
		REVIEWED:	

Introduction and Purpose

Weaver Library at Great Falls College MSU provides a collection of anatomical models and other learning aids for students to check out. These items are also available to Great Falls College employees, but priority is given to student borrowers

Procedure

Check Out

- Current Great Falls College students or employees with an active NetID may check out any anatomical models or other learning aids.
- Borrowers are responsible for the responsible use and return of borrowed items.
- Community Patrons are not eligible to borrow anatomical models or other learning aids on reserve.
 - 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 also 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 overdue fines may apply.
- 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 before the item’s due date.

Anatomical Models

- Anatomical models are a limited resource. Models are in high demand by many borrowers. Due to demand, anatomical models follow stricter check-out procedures to ensure that multiple borrowers have a chance to access them prior to an exam. For this reason, an overdue fine of \$2/day will be charged for late items.
- Due to the size, value, and shipping expense, anatomical models are only available for check out to borrowers who can visit the library in person.
- Due to the high value (over \$5,000 each), the following models are only available for in-library use and may not be taken out of the library: Muscle Man, Muscle Head & Neck.
- Anatomical Models are loaned for a 1-day period.

- Anatomical Models are available on a first come first served basis. Models cannot be reserved.
- If all models of a certain type are checked out, a waiting list will be started and borrowers on the list will be contacted when the requested model becomes available. Borrowers are contacted by phone in the order they sign up on the waiting list. If the borrower does not answer the phone call, the library will leave a message if there is a working voicemail box. If the library does not hear back from the borrower within 24-hours of the phone call, the model will be offered to the next person on the waiting list.
- The waiting list is not a reservation list. A borrower may not put their name on the list in advance. Example: if it is Tuesday, a borrower may not put their name on the list to pick up a model on Wednesday.
- Models must be returned by the indicated due date. If no one else is waiting for a model, the borrower may renew it. The same model type may not be checked out for more than two consecutive days (1 renewal), exceptions are made for days when the library is closed. Example: an individual cannot check out a skull model for more than two days in a row. After one renewal, the model must be returned for at least a 1-day period to make it available to other borrowers.
- Borrowers may not check out more than one of a specific model type (one person cannot check out two skull models).
- Borrowers may check out up to three different models at the same time (exceptions apply for joint models).
- Models must be returned to a staff member at the front desk. Models may not be returned in the book drop.

Chemistry Molecular Model Kits

- Molecular model kits are loaned for the 8-week block.
- Molecular model kits are available on a first come first served basis. Kits cannot be reserved.
- Kits can be mailed to distance students. Return shipping is the borrower's responsibility. An extra 3 weeks will be added to the lending period to account for mailing.
- Kits must be returned to a staff member at the front desk (or mailed). Kits may not be returned in the book drop.

Overdue Items

- Overdue items remain the property of Great Falls College.
- Please respect the need of others to borrow the same resources and return items on time.

What	Overdue Fine	Days Until Item is Designated Lost and Fees are Assessed	Lost Item Processing Fee
Anatomical Models	\$2.00/day	7 days	\$5.00
Chemistry Models	None	7 days	\$5.00
Other types of kits	None	7 days	\$5.00

Lost or Damaged Items

- Anatomical Models and Learning Aid Kits reach lost status when they are 7 days overdue. When the item reaches lost status, the replacement cost for the item, plus a \$5 lost item processing fee will be charged to the borrower's student account. If the item is returned after it reaches lost status, the replacement cost will be waived. To avoid lost item fees, please return items by their due date. Overdue fines will not be waived without an appeals review. If you believe a fine was charged in error, you may submit an appeal following our appeals policy 902.1.
- Lost item replacement costs & processing fees are due within 30 days of the issued bill. Payment arrangements can be made with the Student Accounts Office. Two follow up reminders will be sent via U.S. mail. Automated email messages may also be sent from our library management system.
- All overdue fines are due by the end of the semester in which they were charged. Payments can be made in cash to the library. If you need to pay by card, you must notify the library so the charge can be transferred to student accounts.
- Minor wear-and-tear from regular use is expected. Minor wear-and-tear (superficial scratches, fading, loose parts) will not result in a damaged item fine.
- Replacement costs vary by model/kit but can range from \$100 - \$1,500 depending on the model/kit type. Due to the high cost of these resources, the library takes lost anatomical models and learning aid kits very seriously.
- If a model/kit is returned with missing pieces, the borrower will be charged for the replacement cost of the missing pieces. If replacement pieces are not available, the borrower will be charged for the replacement of the entire model/kit.
- If a model/kit is returned with significant damage that makes the model/kit unusable, the borrower will be charged the replacement cost for the item, plus the replacement cost for the container that the item is stored in.
- If a model/kit is not returned by the borrower, the borrower will be charged the replacement cost for the item plus the replacement cost for the container the item is stored in.
- If the model/kit is stolen from the borrower, lost by the borrower, or not returned for any reason, the replacement cost for the model/kit plus the replacement cost for the container the item is stored in will be charged to the borrower.
- Items reach lost status when they are 7 days overdue. When the item reaches lost status, the replacement cost for the item, plus a lost item processing fee will be charged to the borrower's student account. Replacement costs will be waived if the item is returned undamaged as outlined in procedure 902.1.1. To avoid lost item fees, please return items by their due date.
- 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 collection agency, or the MT DOR Offset Program. Once bills are transferred for collection they may not be waived, even if the item is later returned.
- If an item is returned in undamaged condition after a lost item replacement fee is paid, the lost item replacement fee will be refunded to the borrower.
- All lost or damaged items remain the property of Great Falls College MSU.

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 credit-bearing online classes at Great Falls College who lives more than 40 miles outside of Great Falls city limits.
- Community borrower: a person who is not a current student enrolled in a credit-bearing course at Great Falls College or currently employed by Great Falls College.
- Learning aid: An item that helps students learn and retain information. This includes models, hands-on kits, and other interactive learning tools.