



SUBJECT:	Library		
POLICY:	902.4 Faculty and Staff Borrowers		
PROCEDURE:	902.4.1 Faculty and Staff Borrowers		
EFFECTIVE:	January 2004	REVISED:	May 2025
		REVIEWED:	

Introduction and Purpose

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

Policy

Currently employed Great Falls College MSU faculty and staff may use library materials under the following guidelines:

1. A current Net ID or Banner ID is required to borrow materials.
2. All library materials in circulation are available for faculty and staff to borrow. Lending periods vary according to material type. See Procedure 902.4.1 for specific lending period information.
3. Faculty and staff may borrow items through Interlibrary loan. See policy 903.2 and procedure 903.2.1 for more information.
4. Borrowers are responsible for damages and loss 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. See procedure 902.4.1 for more information.
5. 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.
6. The library reserves the right to suspend borrowing privileges when items are not returned or returned with excessive damage.
7. Any library items checked out to a faculty or staff member are due upon the employee's resignation or termination from employment. Items are due no later than the employee's last day of employment. If items are not returned, the individual will be billed for the item's replacement cost.