



Section B: Distance Students

The following procedures apply to currently enrolled Great Falls College MSU students who live at a distance:

1. Students phoning or e-mailing requests for materials must provide the following information for requests to be filled: name, student ID number, address, phone number and e-mail address. Students coming to the library to check out materials will need a student ID or a photo ID and proof of current registration. ******Students who reside outside of Montana should call or email to arrange for shipment of materials***
2. All lending periods and fines as outlined in section A apply to distance students. One week is added to the circulation time for any item mailed to a distance student.
3. When a distance student requests to have an item mailed to them, the library pays postage one-way. The borrower is responsible for return postage.
4. Journal articles may be photocopied for distance students. We can also photocopy information from resources that do not circulate, such as reference books. Photocopies do not need to be returned to the library.