

SUBJECT: Library
PROCEDURE: 902.4.1 Faculty and Staff Borrowing Procedure
RELATED POLICY: 902.4 Faculty & Staff Borrowers
EFFECTIVE: December 2021 **REVISED:** **REVIEWED:**

The following lending procedures apply to currently employed Great Falls College MSU faculty and staff.

1. Lending periods
 - a. Circulating books in the general collection may be checked out for an academic semester. The due date is the last day of classes.
 - b. AV materials, laptops, and wireless hotspots may be checked out for 3 weeks.
 - c. Periodicals, except for current issues, circulate for 3 days.
 - d. Faculty and staff may also check out usually restricted items (such as reference books, Montana college catalogs, and current periodicals) when needed for instruction or college business.
 - e. All items may be renewed once.
 - f. All items are subject to recall after 3 weeks, if requested by another patron.

2. Overdue, Damaged, and Lost Items
 - a. Materials not returned after 1 renewal will be considered lost.
 - b. Recalled items not returned upon request will be considered lost.
 - c. If an item is lost, the patron will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print or available for purchase, an average cost is calculated, plus the \$20.00 processing fee.