

SUBJECT: Library
PROCEDURE: 902.5.1 Community Patrons
RELATED POLICY: 902.5 Community Patrons
EFFECTIVE: May 2021 **REVISED:** December 2021 **REVIEWED:**

The Weaver Library welcomes community patrons as defined in policy 902.5. Although community patrons are always welcome in the library, priority is given to Great Falls College MSU students. The following library use and borrowing privileges apply to community patrons.

1. Library Use

- a. Community patrons may use designated library seating for 1 hour per day.
- b. Community patrons may use designated library computers for 1 hour per day.
- c. Printing is available at current posted rates.
- d. Access to the library's online resources is available to community patrons while on campus.

2. Community Borrower Cards

- a. A community borrower's card is necessary to check out library materials.
- b. To apply for a community borrower's card, patrons must present photo identification and proof of residency (such as a utility bill) in Montana and an adult signature for borrowers under the age of 18.
- c. Community Borrower Cards are issued for one year but may be renewed.
- d. Lost cards should be reported promptly.
- e. A borrower is responsible for all items checked out on their card.

3. Borrowing Privileges

- a. Community borrowers are allowed to check out up to 5 items at a time. Items under heavy demand by Great Falls College MSU students and/or faculty may be withheld or recalled at the library staff's discretion. Borrowed items may be renewed once unless someone else has requested their use. Renewals may be done in person or over the phone.
- b. Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. The most recent issues of periodicals do not circulate but may be used in the library. Back issues of journals, magazines and newspapers circulate for 3 days. All items are subject to recall after 3 weeks, if requested by another patron.
- c. Laptops, Chromebooks, and wireless hotspots are not available for checkout to community borrowers.
- d. Inter-library loan and off-campus online resource access are not available to community patrons.
- e. Borrowing privileges may be revoked for failure to return items, pay fines, or pay for lost or damaged materials.

4. Fines and Overdue Items

- a. Fines for 3-week loan items and periodicals are assessed at \$0.50 per day/per item. Overdue AV materials accrue at \$2.00 per item/per day.



- b. Late materials accruing fines up to \$25.00 will be considered lost. Library materials more than 15 days overdue are also considered lost. 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, the patron will be billed the average cost for a book or video in the same general subject area, plus the \$20.00 processing fee.
- c. Any balance due will be sent to a collection agency or the MT DOR Offset program.