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. Please present your State of Montana ID Card or some other picture ID for checking out Weaver library materials. Student assistants will not know every faculty and staff member, and this will assure materials are properly checked out. A current Net ID or Banner ID is required to borrow materials.

2. Books, AV materials, laptops, and wireless hotspots 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. Circulating books in the general collection may be checked out for an academic semester. The due date is the last day of classes. AV materials may be checked out for 3 weeks. Periodicals, except for current issues, circulate for 3 days. All items may be renewed once. All items are subject to recall after 3 weeks if requested by another patron. 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. Faculty who fail to return items after 1 renewal or who do not return recalled items will be assessed for a lost item. (See #4 below.)

3. Borrowers are responsible for damages 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.

A patron is responsible for damages to library materials while checked out under his/her account. Damaged items may be assessed a fine, depending on the extent of damage. An item returned in such a condition that it must be replaced will be treated as lost (see 4). All damaged items remain the property of the library.

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7-4. The library will assess a fine to cover the replacement cost of items considered lost, plus a processing fee, according to the fee schedule in Procedure 902.4.1. 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, an average cost is calculated, plus the $20.00 processing fee.

8. The library reserves the right to suspend borrowing privileges when items are not returned.

9. 

If you have any questions or concerns, please contact the library staff at 771-4398.