



SUBJECT: Library

POLICY: 902.1 Student Borrowers

RELATED PROCEDURE: 902.1.1 Student Borrowers and 902.1.2 Laptop and Hotspot Borrowing

EFFECTIVE: January 2006

REVISED: January 2022

REVIEWED:

Introduction and Purpose

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

Policy

All currently enrolled Montana State University system students are allowed use of library materials, under the following guidelines:

Great Falls College MSU Students

1. Currently enrolled Great Falls College MSU students have full borrowing and library use privileges. A current student ID number is necessary to check out library materials.
2. Great Falls College MSU students who live at a distance have full library use privileges. Materials can be requested by phone or email. All lending periods and fines as outlined below and in Procedure 902.1.1 apply to distance students.
3. Books, AV materials, laptops, and wireless hotspots are available for students to borrow. Lending periods vary according to material type. See Procedures 902.1.1 and 902.1.2 for specific lending period information.
4. Fines for overdue library materials will be assessed according to Procedures 902.1.1 and 902.1.2.
5. 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.
6. Late materials accruing the maximum fine or exceeding the long overdue period will be considered lost. The library will assess a fine to cover the replacement cost of the item plus a processing fee, according to the fee schedule in Procedure 902.1.1.
7. Unpaid fines/fees will be transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other university services from you until the amount is paid in full.
8. The library reserves the right to suspend borrowing privileges when items are not returned, fines reach the maximum limit, and/or bills are transferred to the Business Office. See Procedure 902.1.1 for more information.

MSU Bozeman, MSU Northern, MSU Billings Students

1. All currently enrolled MSU-system undergraduate and graduate students are allowed use of library materials. A current student ID or photo ID and proof of registration is necessary to check out library materials.
2. Lending periods and fines as listed above apply to MSU system student borrowers. See Procedure 902.1.1 for specific information.