

**SUBJECT:** Library  
**PROCEDURE:** 902.1.1 Student Borrowing Procedures  
**RELATED POLICY:** 902.1 Student Borrowers  
**EFFECTIVE:** December 2021  
**REVISED:**  
**REVIEWED:**

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## Section A: Lending Periods and Fines

The following lending periods and fines apply to all Montana State University system students.

1. Lending periods
  - a. Circulating books in the general collection may be checked out for a period of 3 weeks.
  - b. AV materials circulate for 3 days.
  - c. 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.
  - d. Reserve items may have daily or hourly checkout restrictions. This varies by item.
  - e. See Procedure 902.1.2 for lending information related to laptops, Chromebooks, and wireless hotspots.
  - f. Items borrowed through interlibrary loan are subject to the circulation times of the lending library and may differ from those of Great Falls College MSU.
2. Fines for overdue materials
  - a. 3-week loan items and periodicals accrue at \$0.50 per day/per item, up to a maximum of \$25.00 per item.
  - b. Hourly reserve materials accrue at \$2.00 per item/per hour, up to a daily maximum of \$14.00 per item.
  - c. Daily reserve materials accrue at \$2.00 per item/per day, up to a maximum of \$25.00 per item.
  - d. Overdue AV materials accrue at \$2.00 per item/per day, up to a maximum of \$25.00 per item.
  - e. Overdue interlibrary loans accrue at \$1.00 per day. There is no maximum fine for overdue interlibrary loan items.
  - f. Overdue laptops/Chromebooks and wireless hotspots accrue at \$2.00 per item/per day, up to a maximum of \$25.00 per item.
3. Lost items
  - a. Late materials accruing fines up to \$25.00 will be considered lost.
  - b. Library materials more than 15 days overdue are also considered lost.
  - c. If an item is lost, the borrower will be billed the replacement cost of the item plus a \$20.00 processing fee. If the same book/video is no longer available for purchase, the borrower will be billed the average cost for a similar item in the same general subject area, plus the \$20.00 processing fee. If a periodical issue is no longer in print, the borrower will be billed a flat \$25.00 fee.
  - d. Lost material bills are transferred to the Business Office for collection.
4. 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.
5. Borrowing privileges will be suspended if a borrower's library fines accrue to \$25.00, bills are transferred to the Business Office, recalled items and interlibrary loan materials are not returned on time, and/or laptops/Chromebooks/wireless hotspots are not returned.



## 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.