



SUBJECT:	Library		
POLICY:	902.5 Community Patrons		
PROCEDURE:	902.5.1		
EFFECTIVE:	May 2021	REVISED:	March 2025
		REVIEWED:	

Introduction and Purpose

The Weaver Library welcomes community patrons as defined in policy 902.5. While 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.

Library Use

- Community patrons may utilize library services including designated computers, seating, and library spaces for up to 1 hour per day. Exceptions may be made at the discretion of library staff for Montana high school students and high school aged homeschool students utilizing library research resources.
- Printing is available at current posted rates.
- Access to the library's online resources is available to community patrons while on campus.
- Due to limited space and resources and the need to prioritize an academic learning environment, the library may not be used by community members for personal or public meetings.
- For safety and security, community patrons may use the library during visitor hours, which are Monday – Friday, 8 AM – 5 PM. All other hours are reserved for the use of Great Falls College students only.

Community Borrower Cards

- A community borrower's card is necessary to check out library materials.
- To apply for a community borrower's card, patrons must present valid photo identification and proof of residency (such as a utility bill) in Montana.
- Borrowers under the age of 18 must have a responsible guardian signature (an adult, 18 years or older) on their borrower application. The guardian will be responsible for all fines accrued on the account while the primary borrower is under the age of 18.
- Community Borrower Cards are issued for one year but may be renewed.
- Lost cards should be reported promptly.
- A borrower is responsible for all items checked out on their card.

Borrowing Privileges

- 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.
- Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. All items are subject to recall after 3 weeks, if requested by another patron.

- Laptops, wireless hotspots, other technology items, and anatomical models are not available for checkout to community borrowers.
- Items on reserve are not available for checkout to community borrowers.
- Interlibrary loan and off-campus online resource access are not available to community patrons.
- Borrowing privileges may be revoked for failure to return items, pay fines, or pay for lost or damaged materials.

Fines and Overdue Items

- Overdue fines for 3-week loan items are assessed at \$0.50 per day/per item.
- Overdue AV materials accrue at \$2.00 per item/per day.
- 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.
- Your account will be suspended if there is an outstanding balance of \$25.00 or higher.
- Any balance due will be sent to a collection agency or the MT DOR Offset program.

