



<b>SUBJECT:</b>	Library			
<b>POLICY:</b>	902.1 Student Borrowers			
<b>PROCEDURE:</b>	902.1.1 Student Borrowers 902.1.2 <del>Laptop and Hotspot Borrowing</del> <u>Loanable Technology Borrowing</u> <u>902.1.3 Anatomical Models and Learning Aid Kits</u>			
<b>EFFECTIVE:</b>	January 2006	<b>REVISED:</b>	May 2025	<b>REVIEWED:</b>

## 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

- 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.
- ~~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.~~
- Books, AV materials, laptops, and ~~wireless hotspots~~ technology items 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.
- Fines for overdue library materials will be assessed according to Procedures 902.1.1 and 902.1.2.
- Borrowers may not check out items and loan them to other people. Doing so may result in a temporary or permanent loss of borrowing privileges.
- 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.
- ~~Late materials accruing the maximum fine or exceeding the long overdue grace period will be considered lost. The library will assess a fine to charge borrowers the cover the replacement cost of the item plus a processing fee, according to the fee schedule in Procedure 902.1.1.~~
- ~~Unpaid fines/fees~~ Charges for damaged or lost items will be transferred to the Business Office Student Accounts 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.~~
- The library reserves the right to suspend borrowing privileges when items are not returned, fines reach the maximum limit, and/or bills charges are transferred to the Business Office Student Accounts office. See Procedure 902.1.1 for more information.
  - Borrowers who frequently have items reach lost status and whose charges are transferred to the Student Accounts office may have their borrowing privileges temporarily or permanently suspended, even if the lost item is returned. See procedure 902.1.1 for more information.

### MSU Bozeman, MSU Northern, MSU Billings Students

- All currently enrolled MSU-~~system~~ affiliate undergraduate and graduate students are allowed use of library materials. A current student ID or photo ID and proof of registration at an MUS affiliate school is necessary to check out library materials.
- ~~Lending periods and fines as listed above apply to MSU system student borrowers. See Procedure 902.1.1 for specific information. Community borrowers policies and procedures apply to this group. See policy 902.5 and procedure 902.5.1 for more information.~~

### Great Falls College Career & Technical Education Non-Credit Students

- Individuals enrolled in Continuing Education & Training, non-credit bearing classes are considered community borrowers,~~as they are not taking credit-bearing courses, and do not have a Great Falls College NetID assigned to them.~~
- Community borrower policies and procedures apply to this group. Please see policy 902.5 and procedure 902.5.1 for more information.
- ~~Individuals who are co-enrolled in a CTE course and a credit-bearing Great Falls College course, who are assigned an active NetID by Great Falls College are considered student borrowers, and student policies and procedures would then apply.~~

### Great Falls Public Schools Career and College Readiness & Adult Education Students

- Individuals enrolled in the Great Falls Public Schools CCRC and Adult Education classes are considered community borrowers,~~as they are not taking credit-bearing courses through Great Falls College, and do not have a Great Falls College NetID assigned to them.~~
- Community borrower policies and procedures apply to this group. Please see policy 902.5 and procedure 902.5.1 for more information.
- 1. ~~Individuals co-enrolled in the CCRC and a credit-bearing Great Falls College course, who are assigned an active NetID by Great Falls College are considered student borrowers, and student policies and procedures would then apply.~~

### Definitions

Borrower(s): refers to a person (student) who borrows materials from the library.



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COLLEGE  
MONTANA STATE  
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