



SUBJECT: Library

POLICY: 902.4 Faculty and Staff Borrowers

RELATED PROCEDURE: 902.4.1 Faculty and Staff Borrowers

EFFECTIVE: January 2004

REVISED:

REVIEWED: December 2021

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