

## **Library Helena College University of Montana**

### **Faculty and Staff Borrower Procedures**

Helena College faculty and staff may borrow library materials under the following guidelines:

- Please present your Helena College ID card for checking out library materials. Student assistants will not know every faculty and staff member, and this will assure materials are properly checked out.
- Books in the general collection, magazines, CDs, DVDs and other audiovisual materials are checked out for 120 days. Faculty may also borrow items for the semester.
- All items may be renewed twice if they are not requested by another patron. Renewals may be made online, in person or by phone. All items are subject to recall after 3 weeks, if requested by another patron.
- Faculty who fail to return items after 2 renewals or who do not return recalled items will be assessed for a lost item. If an item is lost, the patron will be billed the replacement cost of the item. If the item is no longer in print, an average cost is calculated. If a staff or faculty member leaves employment, a hold may be placed on the last paycheck if lost items have not been returned or paid for.

If you have any questions or concerns, please contact the library staff at 447-6943.