Library
Helena College University of Montana

Student Borrower Procedures

All currently enrolled Helena College students are allowed use of library materials, under the following guidelines:

- A current Helena College student ID or a picture ID is necessary to check out library materials. You can obtain a student ID from the Welcome Center.
- Books in the general collection, magazines, CDs, DVDs, and other audiovisual materials may be checked out for a period of 28 days.
- 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 2 weeks, if requested by another patron.
- Library materials more than 30 days overdue are considered lost. If an item is lost, a patron will be billed the replacement cost of the item. If a magazine is lost, a patron will be billed the newsstand cost of the issue. The patron will be notified by mail and Helena College –mail and given seven (7) days to return the item or pay a replacement fee.
- After seven (7) days, the fees will be transferred to the Business Office for collection. The Business Office will add the amount due to the student’s account and place a hold on his/her Helena College account that will prevent registering and accessing other services such as transcripts until the item is returned or the replacement amount is paid in full.
- Borrowing privileges may be suspended if your bills are transferred to the Business Office, and/or recalled items and interlibrary loan materials are not returned on time.

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