



SUBJECT:	Library		
POLICY:	902.5 Community Patrons		
PROCEDURE:	902.5.1		
EFFECTIVE:	May 2021	REVISED:	February 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 current 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.
 - Exceptions may also be made for community patrons who are using the library for academic purposes. If you believe you qualify for an exception (academic purposes) to the 1-hour library-use limit, please ask to speak with the library director who can approve requests on a case-by-case basis. Under these exceptions, computer use is still limited to 1 hour per day.
- Printing is available at current posted rates. The library only accepts cash payments for printing.
- Access to the library’s online resources is available to community patrons while on campus. Due to vendor agreements, online resources (databases, electronic journals, ebooks, etc.) are not available to community members from off campus.
- Limited research support is available to community patrons and is dependent on librarian availability.
 - Library staff do not conduct research on behalf of individuals.
 - The library does not offer legal research assistance. Library staff are not lawyers, nor are staff trained in legal research. Library staff cannot assist with filling out legal paperwork.
 - Student research assistance related to Great Falls College courses take priority.
- Due to the high demand from students and limited availability of study rooms, community patrons may not use study rooms or the multipurpose room in the library.
- For safety and security, community patron library use is preferred during visitor hours, which are Monday – Friday, 8 AM – 5 PM. Community patron services may be limited during non-visiting hours, during periods with reduced staff availability, and during periods with increased student demand on resources.

Community Borrower Cards

- A community borrower’s card is necessary to check out library materials. A borrower card is not needed for computer use.

- To apply for a community borrower's card, patrons must present valid photo identification and proof of residency in Montana.
 - Accepted forms of ID include state issued photo identification, federal issued photo identification, university/college issued photo identification, high school issued photo identification. Identification cannot be expired.
 - Accepted forms of proof of residency include utility bills (last 3 months), valid vehicle registration, valid hunting or fishing license, valid lease agreement, bank/credit card statements (last 3 months), voter registration.
- 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. Photo ID and Proof of Residency need to be confirmed for renewal.
- Lost cards should be reported promptly.
- A borrower is responsible for all items checked out on their card, and fines and fees will be assessed for overdue items, damaged items, lost items, stolen items, or items that are not returned for any reason.

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 made in person or over the phone.
- Circulating books in the general collection may be checked out for a period of 3 weeks. DVDs 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 services and off-campus online resource access are not available to community patrons.
- Borrowing privileges will 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 DVDs accrue at \$2.00 per item/per day.
- Late materials that are more than 15 days overdue or that accrue fines up to \$25.00 will be 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 overdue will be sent to a collection agency or the MT DOR Offset program.

Definitions

Academic purposes: activities directly related to learning, research, teaching, and studying for college or adult education courses, standardized testing, college entrance exams, or professional licensing exams.