

Library
UM-Helena College of Technology

March 2011

Faculty and Staff Borrower Procedures

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

- Please present your UM-Helena 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, videos, CDs, DVDs and other audiovisual materials may be checked out for an academic semester. The due date is the last day of classes.
- 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 and staff may also check out usually restricted items (such as reference books, Montana college catalogs, archives) when needed for instruction or college business.
- 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 you have any questions or concerns, please contact the library staff at 444-2743.