

Library
UM-Helena College of Technology

March 2011

Community Borrower Procedures

Helena residents age 18 and older who are not students, faculty, or staff of UM-Helena may become Community Borrowers. In order to apply for a Community Borrower's Card, you must present photo identification and proof of address (such as a utility bill). The Library asks that borrowers observe library regulations and assume the responsibilities that are inherent in these privileges.

- Community Borrower Cards are issued for one year, but may be renewed. Your Borrower's Card is necessary to check out library materials. Lost cards should be reported promptly. A borrower is responsible for all items checked out on his/her card.
- Community borrowers are limited to 5 items checked out at a time.
- Materials under heavy demand by UM-Helena students and/or faculty may be withheld or recalled at the librarian's discretion.
- Borrowed items may be renewed twice unless someone else has requested their use. Renewals may be done in person or over the phone. All items are subject to recall after 2 weeks, if requested by another patron.
- Circulating books in the general collection, magazines, videos, CDs, DVDs and other audiovisual materials may be checked out for a period of 2 weeks.
- Library materials more than 30 days overdue are considered lost. If an item is lost, you will be billed the replacement cost of the item. If the item is no longer in print, you will be billed the average cost for a book/video in the same general subject area. Lost material bills are transferred to the Business Office for collection.
- Borrowing privileges may be revoked for failure to return items or pay for lost materials.

If you have any questions or concerns, please contact the library staff at 444-2743.