

Library
UM-Helena College of Technology

Revised March 2011

Student Borrower Procedures

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

- A current UM-Helena student ID is necessary to check out library materials. You can obtain a student ID from Student Admissions Services.
- Books in the general collection, magazines, videos, CDs, DVDs, and other audiovisual materials may be checked out for a period of 2 weeks.
- 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, 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. If a magazine issue is no longer in print, you will be billed a flat \$15 fee.
- At the end of each semester, unpaid fees will be transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may place a hold on your account that will prevent you from registering and accessing other services such as transcripts until the amount is paid in full.
- Borrowing privileges will 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 444-2743.