

# Solid Waste Institute of Montana

## Loan Library Policies

### *Hours of Service:*

- Monday through Friday – 8:00 AM to 5:00 PM (Mountain Time)
- Call (406) 994-3451 or email – mvogel@montana.edu
- Loan requests may be faxed to (406) 994-5417

### *Quantity of Materials Loaned:*

A maximum of four items may be checked out at one time.

### *Loan Period:*

All materials may be checked out for a loan period of two weeks. For use of materials longer than two weeks, confirmed arrangements must be made with the library.

### *Renewal of Materials:*

If materials are needed longer than the two-week check-out period materials may be renewed **if they have not been reserved** by another agency/program. **For renewal permission** and a confirmation of a new return date, **users must contact the loan library BEFORE THE DUE DATE.**

### *Late Fee:*

For each loan library order, a return date will be provided to the user. Users are responsible for returning materials to Montana State University Extension – Housing & Environmental Health Program (see complete address below). Materials not returned by the deadline date will be assessed a \$5.00 fine per item per day after the due date.

### *Lost or Damaged Policy:*

Users are responsible for all loaned materials from the time they receive them to the time they have been returned to the loan library. During your time of possession, if the materials are lost/stolen or damaged/destroyed, you are responsible for replacing or repairing them.

### *Return loan library materials to:*

Montana State University Extension  
Housing & Environmental Health Program  
Taylor Hall, Room 102  
P.O. Box 173580  
Bozeman, MT 59717-3580  
Phone: (406) 994-3451  
Fax: (406) 994-5417