

High school students visiting the Mansfield Library with their class may borrow library materials, including media, using a Mansfield Library account in their high school's name. The steps involved in this lending process follow.

Before the Visit

- Teachers who wish to bring their class to the Mansfield Library for an instructional session must work with their school media specialist to plan the visit. The school media specialist will know if the high school has a library account, which has the same contact information as the school's interlibrary loan account, or if one needs to be created.
- If the school does not have a library account, the school media specialist needs to contact a Circulation Supervisor by e-mail or phone, library.circ@umontana.edu or 243-4071, to set up an account.
- The library account must be set up in advance of the visit.

During the Visit

- The visiting teacher should stop by the Circulation Desk when arriving at the Mansfield Library to inform the Circulation Supervisor of their approximate departure time.
- Students should take items they wish to borrow to the Circulation Desk *as they find them*. When students present their items at the Circulation Desk, they should ask for a Circulation Supervisor, already have their name written on a piece of paper placed inside the book, and leave the item at the desk.
- All students' items will be checked out to the school and placed in a box for the visiting teacher to retrieve and take back to the school for dispersal.
- A list of all items checked out to the school can be printed at the end of the visit as an inventory for the visiting teacher.

After the Visit

- The school media specialist is responsible for distributing the borrowed items to students once back at the school and for returning the items to the Mansfield Library.
- The initial loan period is four weeks; most materials are eligible for renewal. Library policies in regard to lost, damaged or overdue materials apply.
- All items are subject to recall and must be returned immediately if recalled. Recall fines are \$1 per day, per item.
- The school media specialist should contact a library Circulation Supervisor at 243-4071 to request a renewal.

Additional Information

- Certain items cannot be checked out from the Mansfield Library (i.e., non-circulating items, special collections, journals).
- Subscription electronic resources available at the Library for public use are not accessible outside of the physical Library, except to University of Montana faculty, staff, and students.
- Students can copy from items that cannot be checked out, as well as print from subscription electronic databases, while at the Library.

Last Updated March 23, 2009