Welcome to the Montana Bible College Library! Whether you are an MBC Student, or a patron from the community we hope our library will be of service to you.

Library Use
Please be respectful of those needing a quiet place to study. Quiet conversation is permitted throughout the library, and is encouraged in group study areas. Many students study and write papers in the Computer Lab, please be mindful of their need to concentrate in this area. We ask that the Reference Room would be a Silent Study Room with no talking permitted.

Please do not re-shelve books or periodicals. You may leave them on tables, desks, or in re-shelving locations. Library staff will count and re-shelve them for statistical purposes.

There are three group study rooms (The Bridger, Hyalite, and Cottonwood Rooms). You may use these rooms when they are unoccupied, and you may also reserve these rooms for up to two hours. Please return these rooms to their original state when you are finished. The Cottonwood will remain locked because it contains sensitive archive material, but students may request access to this room at the Circulation desk.

The Yellowstone Room is available for eating and drinking in. There are drinks and snacks available for a nominal amount (these are paid for by your donation). We ask that you not eat elsewhere in the library, but you may have a drink if is in a container with a tight, spill-proof lid.

Please clean up after yourself while in the library.

Hours
The Library staff strives to make the library available during the most convenient times for patron use. Please ask your librarian or see postings on the door for current hours.

*The Library is closed during chapel, Tuesday lunches, and school holidays. Call ahead on holidays and during school breaks to see when the library is open.

Checkout Policies

Students taking one or more class for credit at MBC: Books may be checked out for two weeks at a time. You may check out up to 10 books. Reference and
reserve books may be borrowed overnight and on weekends upon meeting these conditions:

1. The borrower is limited to two reserve/reference
2. The books may be checked out no earlier than half an hour before closing
3. The books must be returned by 9:00 am on the following business day
4. Reserve books may be checked out for several days if the borrower has an approval note from their professor

If the library has unusual hours, return the book within half hour of the library’s opening time. Signs will be posted as to when this is. There are no exceptions to this rule. If this policy is abused we will discontinue this privilege. Periodicals and Archives may not be checked out for any reason.

Public Patrons: Checkout policies are the same as, except there is a limit of 5 books that may be checked out at one time. Reference and reserve books may not be checked out to the public.

Placing a Hold on a Book
You may place a hold on a book that you need which is already checked out, just let us know. When it is returned we will hold it for you and notify you of it’s return.

Fines
Overdue items are subject to the following fines:
- Books/Audio Books - $10 per day/book
- Reference/Reserve Books- $1.00 per day/book
- DVD’s- $1.00 per day/DVD

*Students with overdue material or large fines may be subject to revoked library privileges and until the book is returned or the fine is paid (this may also affect ability to register for classes).

Overdue items begin accruing fines on the day following their due date.

Lost Books
If you lose or damage an item you may be fined the cost of the replacement of the item, associated shipping charges, and a $5.00 processing fee. Notify the librarian of any unreppaired damage on the material before you check it out so you will not be charged for it.

Online Catalog
You may search the Gail Horton Library Catalog by visiting www.montanabiblecollege.edu/library.
**Computer Lab**
There are seven computers available for your use in the GH Library. Copy/Printing services are available for $.05 cents/page, $.10 for double-sided. Please pay for your papers, even if they are mistakes. This is a privilege that may be revoked if it is taken advantage of.

**Interlibrary Loan**
If we don’t have the book you want or need, we can obtain it for you from another library via Interlibrary Loan (ILL). Contact one the library staff if you would like to use this service, materials may take one to two weeks to arrive so plan accordingly.

**Suggestion Box**
We value your insight! If there is a book that we do not have that you think we should please let us know. If there is material in the library that you think should not be there, also let us know. If you have a suggestion for how the library is used, we would love to hear it.

**Other Resources**
We strongly encourage you to make use of the many resources available to you at the following surrounding libraries.
Grace Bible Church Library
Montana State University Libraries (You need to be a MT resident to check out material)
Bozeman Public Library
Belgrade Public Library

**Surveillance**
Please note that the library has cameras positioned throughout the building recording your activities 24/7.

**To Contact the Library**
- Stop in and chat with us during our posted open hours
- Email us at library@montanabiblecollege.edu
- Write to us at 100 Discovery Way, Bozeman, MT 59718
- Call us at (406)556-7215 and leave a message if we are not in.

*We look forward to seeing you at the library!*