

# PROTECTION OF LIBRARY MATERIALS

## *GENERAL PROTECTION GUIDELINES*

Cornell University  
Cornell University Library  
Ithaca, New York

The university intends its libraries to serve all its students, faculty and staff members. Materials are to be shared for the common good, and we encourage you to use university property carefully so that future Cornellians may also enjoy it.

Lost, stolen, and missing books and other materials significantly damage our ability to provide the resources that students and faculty members need. Replacing items is expensive, and often it is impossible to buy even recent books and periodicals at any price. The seriousness of the problem will probably not be apparent to you until you make the unpleasant discovery that an item you want is no longer available in the collections.

To protect books and periodicals from theft, most libraries have installed security systems at exits and in other areas. Materials that are not properly checked out will set off an alarm. If the alarm sounds when you leave the library, you will be asked to return to the circulation desk and identify any library material you are carrying. Any CUL materials not properly checked out to you will be kept by library staff. As university officials, library staff have the authority to ask you for your identification and to search book bags, knapsacks, or other containers for library materials. These procedures are in accordance with the CUL Library Security Policy, which is available at circulation desks in each library.

Members of the library staff are also conscious of the need to handle library materials with care. No one wants to discourage you from using the collections, but we ask you to join with the staff in protecting the collections from damage. Eating, drinking, and smoking are generally not permitted anywhere in the libraries. You can also help by being careful not to handle books roughly—especially older items and those that have brittle pages. Books taken out of the library should be protected from hazardous environments such as basements likely to flood or food preparation areas. Please do not get library materials wet in the rain or snow or leave them where they will be exposed to extreme temperatures. Patrons are asked to report damage to books without delay, especially books that have been damaged by water or fire.

Willful damage to library material by theft and mutilation denies information to others. Anyone involved in such activity, which is a violation of the Code of Academic Integrity, is subject to disciplinary measures as described in The Code of Academic Integrity and Acknowledging the Work of Others, available from the Office of the University Faculty, 315 Day Hall. Violations of the code include stealing materials from the library, not returning library materials promptly when asked to do so, hoarding scarce copies of material needed by others in order to advance one's own position, deliberately damaging library material (for example, cutting pages out of books or magazines), and helping another person steal, hoard, or damage library material.

University of California Santa Cruz  
McHenry Library  
Santa Cruz, California

Food and drink stains can damage library materials and make them unusable. Damaged materials may need to be removed from the collection and we don't have funds to replace them. There are similar issues

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with damage to furniture and equipment.

In addition to the direct damage to materials, food and drink attract insects and other pests which feed on the paper, starches, and other munchable components of books and paper. Liquid spills also promote mold growth, which damages materials and is unhealthy for people. Once pests and mold get a foothold, removal is difficult and may require the use of chemicals which we would prefer not to have to use. Good housekeeping—keeping food away from books—helps us avoid using chemical pesticides.

While we want to acknowledge the social aspect of libraries, we haven't yet found a balance that allows us to loosen the food and drink policy and protect the collection. Until then we will hope users will understand the consequences while we maintain a strict policy prohibiting food and drink in the library.

New York University  
Bobst Library  
New York, New York

Books must be returned to the library in the same condition in which they were borrowed.

Charges will be assessed for books returned damaged. Books that are damaged beyond repair will result in replacement costs and processing charges being assessed.

Please avoid the following conditions and common sources of damage to library books:

- Moisture (including rain and spilled beverages)
- Using inappropriate materials as bookmarks, for example:
- Post-it notes; the adhesive substance used on post-it notes is acidic, can rip pages, and can lift text
- Paperclips; leave impressions and can rip pages
- Pencils (or anything thicker than a piece of paper); wedged between pages causes damage to the spine
- Rubber bands; leave damaging residue on pages and should not be used to hold pages back
- Folding the corners of pages (dog-earing)
- Animals
- Stuffing books into an overfull book drop (if they don't go into the chute easily, return them at the Circulation desk)

Charges may be assessed at the discretion of the Library if any of the above conditions occur, even if accidental or inadvertent.

Please do not ever write in library books, even in pencil. Writing in books will result in charges being assessed.

If you come upon any library materials you believe need repairing, please hand them to a Circulation Department staff member. Everyone's cooperation is required in order to keep the collection in the best condition possible.

Georgia State University  
Georgia State University Library  
Atlanta, Georgia

Relating to Library Collections & Practice:

- Failing to comply with existing Library policies on time limitations for use of equipment or space.
- Removing or attempting to remove library materials or property without checking them out or without proper authorization.
- Mutilating library materials in any way, including by marking, underlining, or removing pages or portions of pages; removing binding or electronic theft detection devices; injuring or defacing library materials or property, including furniture or equipment, in any way; tampering with or harming library computers or computer systems.
- Concealing library materials in the Library for the exclusive use of an individual or group.

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- Being in an unauthorized area of the Library or remaining in the Library after closing or when requested to leave during emergency situations.

A person who commits or attempts to commit offenses enumerated in the University Code of Conduct or in this Library Conduct Policy, whether a member of the Georgia State University community or not, may be asked to leave the campus by library staff, campus security, campus police, or university officials; may be subject to the sanctions of warning, suspension, expulsion; forfeiture, prosecution, and/or making restitution; and may be accountable to both civil authorities (city, state, or federal) and to the university.

### *SECURITY SYSTEMS*

North Seattle Community College  
North Seattle Community College Library  
Seattle, Washington

#### Book Security System

The library utilizes a book security system to enable the circulation system to work more efficiently. The system provides better library service for all users by ensuring the proper charging out of library materials and discouraging theft of learning resources. The library reserves the right to inspect handbags, backpacks, briefcases, parcels, and all other carry-in items when the patron exits the library.

#### Guidelines

Personal books and other objects may trigger the system if there is a security system device in the item itself. If the alarm on the security system goes off when a patron is exiting, the turnstile will lock. A library employee will ask the patron to step back to the Circulation Desk and unlock the turnstile to let other patrons exit. Items from other libraries, personal books, and other objects may also trigger the system.

The patron is asked to hand any library items to the employee then walk through the security system again carrying their backpack, briefcase, etc. If the system is triggered again, they are asked to repeat the procedure and check their pockets, coats, etc. for any other items that may trigger the alarm.

If the item that triggered the security system is an NSCC library item, the employee will check the due date. If not overdue, it will be handed back to the patron after they have passed through the security system. If the item is overdue or not properly checked out, they will be asked if they wish to renew the item, check it out, or return it. If the item was not a circulating item, it will be retained by the employee.

All library patrons are expected to enter and leave the library through the designated entrance/exit turnstiles. Patron authorized to exit by the disabled gate are to pass their carry in items to an employee at the circulation desk to pass through the security system.

University of Illinois at Urbana-Champaign School of Law  
Albert E. Jenner, Jr Memorial Law Library  
Champaign, Illinois

#### Security System

The library electronic security system monitors material exiting the Library. When a library book has not been properly checked out and is passing through the system, the alarm sounds and the exit gate locks.

If the system reacts as you leave the Library, step back from the gate and return to the circulation desk.

The security system does not interfere with pacemakers, hearing aids, tape recorders, or any other electronic devices, but users of walkman-type earphones are advised to remove them when approaching the system.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

### *LOST MATERIALS*

Colorado State University Pueblo  
Colorado State University Pueblo Library  
Pueblo, Colorado

The current lost book charge is \$75.00 or a current replacement cost as determined by the Catalog/Circulation Librarian. The Catalog/Circulation Librarian will select an acceptable replacement if a book is no longer in print. The replacement charge for each lost government document and vertical file item is \$20.00. The charge for lost or damaged audiovisual materials is the current library replacement cost. Patron charges for lost items are automatically placed on accounts receivable at the CSU-Pueblo accounting office. Fines totaling \$20.00 or more are also placed on accounts receivable.

Ferris State University  
Ferris Library  
Big Rapids, Michigan

#### Lost Books or Materials

Lost books or materials should be reported promptly.

#### Cost of Lost Items:

- Actual replacement cost if known or average replacement cost (according to Bowkers Annual) will be charged for all lost materials.
- \$20.00 processing fee charged.
- \$20.00 service fee charged.

#### Refunds:

- If a book is returned six months or later, no refunds are made.
- The cost of the book and the processing fee are refunded if you return it within six months.
- Service fees will not be refunded.

### *STOLEN AND MUTILATED MATERIALS*

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

#### Theft/Mutilation of Library Materials

All library users are subject to state law regarding theft, damage, and failure to return borrowed library materials.

Persons who are apprehended mutilating or stealing library materials may be punishable by a minimum fine of \$50.00, plus the cost of replacing any defaced material. In the case of student violators, such violations may constitute grounds for further disciplinary action which may include suspension, expulsion, and/or referral to the civil authorities for appropriate legal action. Alleged student violators have the right of appeal to the Vice Chancellor for Student Development and the Honor Court.

#### Procedure

#### Theft/Mutilation of Library Materials

In the event of suspected theft of library materials, the following procedure should be followed:

#### USC Beaufort student

- Ask for suspect's name and ID card.
- Report alleged violator to Library Director.

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- Contact Vice Chancellor for Student Development.

### K–12 student

- Report alleged violator to Library Director.
- Contact Executive Vice Chancellor for Academic Affairs.
- Contact parent or guardian to come to library.
- Release alleged violator to custody of parent or guardian.

### Other non-USCB users

- Report alleged violator to Library Director.
- Inform alleged violator that his/her library privileges may be revoked and that a fine may be imposed.

(Note: Sections 16–13–330, 16–13,331, 16–13,332, 16–13,340, 16–13–350, 16–13–370 of the Code of Laws of South Carolina 1976 reinforce such policy.)

Ball State University  
Ball State University Library  
Muncie, Indiana

### Theft or Mutilation

The University Libraries may suspend library privileges and/or seek criminal prosecution or civil sanctions in cases of theft or mutilation of library materials.

Barton College  
Willis N. Hackney Library  
Wilson, North Carolina

### Lost, Stolen, or Mutilated Materials

Patrons are responsible for the materials that they borrow and will be fined for lost, stolen, or mutilated items. Patrons will be responsible for paying the replacement cost and billing fee of such items. Patrons may pay the total lost item bill, or replace the item with an acceptable copy and pay only the billing fee or overdue fine, whichever is greater. Items that have been billed for replacement and have not been returned, replaced, or paid for within 30 days of the billing date, will be designated as LOST. Lost items are not subject to appeal. Unpaid student bills may result in blocks on registration, graduation ceremony, and transcripts.

### Magazines and Journals

Magazines and journals may only be checked out by college faculty and staff. Any other removal of such material from the library will be considered as theft. Mutilation or the tearing out of pages from a magazine will also be considered as theft. When the library identifies a student as having stolen or mutilated a magazine or journal, he/she will be billed for the cost of a single issue of that periodical or if that cannot be determined, \$10.00. Unpaid student bills of this nature will result in blocks on registration, graduation ceremony, and transcripts.

In the event that a student refuses to pay for the magazine or denies having stolen the magazine, evidence of the theft will be turned over to either the Dean of Students or the Student Life Personnel Enforcing Campus Mutilating and Theft Committee. It will be their responsibility to determine whether the student is indeed guilty of theft and whether any disciplinary action is called for.

In the event that a community patron steals or mutilates a magazine or journal or refuses to pay for a lost book, his/her library privileges will be immediately revoked.

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### *DAMAGED MATERIALS*

Los Angeles Valley College  
Los Angeles Valley College Library  
Valley Glen, California

#### Lost and Damaged Materials

All library users are responsible for lost library materials.

The replacement policy is:

- books—regular books: \$40 (specialized materials such as textbooks and art books have a significantly higher replacement cost), plus a \$10.00 processing fee
- periodicals, newspapers, pamphlets: the cover price of the issue plus a \$5.00 processing fee
- reserve material: the current price of the item plus a \$10.00 processing fee
- ITV videocassettes: \$20.00

Damaged materials: Items the Library judges to have been damaged by the borrower shall be evaluated by the circulation department and repair or replacement fees will be assessed based on the extent of the damage.

Lynchburg College  
Knight-Capron Library  
Lynchburg, Virginia

#### Lost and Damaged Items

Lost items should be reported to the circulation desk at once and the fine, if any will stop at that time. The charge for a lost book is determined by the library's cost for replacement.

Patrons will be charged for materials which are returned damaged. If an item is repairable, the patron will be charged for the cost of the repairs only. If an item is beyond repair, the replacement cost will be charged. All materials remain the property of the library.

Items returned without a barcode will result in the patron being assessed a fee of \$1.00 per barcode.

Marlboro College  
Rice-Aron Library  
Marlboro, Vermont

Fines, applied to student accounts, will be assessed for lost or stolen items, items returned in unsatisfactory condition, or damage to library furniture or equipment. Patrons will be charged the replacement value of the item if it exceeds the cost below. If a patron believes that a fine has been assessed or privileges suspended in error, they should contact the Library Director as soon as they become aware of the situation.

#### Material Types and Replacement Costs for Missing or Damaged Items

- Books 25.00
- Reference Books 100.00
- Art Books 50.00
- Periodicals 15.00
- Microfilm 25.00
- Computer software 25.00
- Musical Recordings 25.00
- Audio Books 40.00
- Video Cassette 25.00
- Video Disc 25.00
- Special Collection & Archive Materials 50.00