

Pine River Public Library District

Theft and Vandalism Policy

1. The library considers the theft, willful mutilation or defacement of library materials or property, the illegal removal of library materials or property, and the fraudulent attempt to obtain library materials or to gain access to library facilities, to be serious offenses. Such offenses include:
 - a) the theft of any library materials or property;
 - b) the unauthorized removal of any library materials or property by failing to charge out the materials at the circulation desk or by failing to obtain other appropriate authorization;
 - c) the removal of any part of library books, journals, or other research materials;
 - d) the defacement in any way, of library materials or property including the writing, highlighting or underlining by any means in or on any library materials;
 - e) the damage of library materials, furniture or equipment by food or drink or other means;
 - f) the deliberate misplacement of library materials;
 - g) the deliberate or willful falsification of circulation or other library records;
 - h) the deliberate or willful tampering with the configuration of library workstations.
2. Library users found responsible for theft or vandalism in the library or involving library materials may be dealt with by law enforcement. Users found responsible for theft or vandalism may be responsible for making financial restitution. In the case of library information resources this may involve the replacement value of the material(s) together with charges for processing.

Policy Created: 2012

Submitted to the Board of Trustees: October 2017, Shelley Walchak

Approved by the Board of Trustees: November 2017