

Hedberg Public Library
A208 Theft or Damage of Library Materials
Board Policy
Last Update – December 2011

Facilities, materials and resources of the Hedberg Public Library are made available for the common use of residents and visitors to Janesville. Individuals and groups may use library property and check out library materials according to policies established by the Hedberg Public Library Board and according to procedures set by the Library Director or his or her designees.

Definitions

Theft of library property is defined as:

- Removing any library materials to any area outside the library's security perimeter unless they are properly checked out according to established library policy. The "security perimeter" encompasses all areas of the library's main floor inside the security gates and the emergency fire exits.
- Removing or attempting to remove library property or fixtures from the library building or grounds.
- Removing items from the Ground Floor Coffee Shop without appropriate payment.

Vandalism of library property is defined as intentionally damaging and/or defacing library materials, furnishings, equipment or premises. Vandalism Includes but is not limited to the following: clipping coupons, removing pages or portions of pages from books, magazines or newspapers, hacking or altering computer settings, writing on, scratching or in any way damaging materials, furniture, equipment or premises.

Employee Response

If there is any question that a library item or items was removed past the security perimeter without being checked out properly, or in any other suspected theft, or any suspected vandalism of library materials, library employees:

- Will ask individuals or groups to stay in the library while employees work to resolve the issue.
- Will try to verify that materials are properly checked out and resolve any clerical or technical errors in the checkout and security process.
- May ask individuals to empty backpacks, purses, pockets, bags or similar items where library materials could be concealed.

- May contact law enforcement and/or, in the case of a minor, the minor's parent or guardian.
- May charge up to the replacement cost of each item stolen or damaged, may suspend library privileges according to established procedures, and/or request the City of Janesville to prosecute.

Note:

Library employees may set additional restrictions on the movement of materials within the library such as TV-DVDs or high loss Reference items.

Relevant Ordinances and Statutes
JMC 9.60.055, 9.60.056, 9.60.060
Wis. Stat. 943.61