

Alfaisal University Library

Theft and/or Mutilation of Library Materials Policy

Alfaisal Library has a major responsibility to the university community to provide appropriate protection and some assurance of the continued availability of its scholarly resources. As part of this important mission, Alfaisal Library is strongly committed to securing its collections against theft and misuse. Mutilation, damage and/or theft of library materials or equipment are serious offenses and should be discouraged by the active prosecution of individuals attempting such acts. This is in full accord with the content and tenor of the Alfaisal rules and procedures.

Procedure

Library staff will notify Security when staff observe an individual in the act of mutilating or attempting to steal library materials, or are aware of evidence tending to show possession of uncharged and/or mutilated library materials.

Disciplinary action will be initiated according to the following procedures:

1. The individual shall be requested to identify himself/herself by current **Alfaisal** ID or other official identification.
2. If the individual refuses to cooperate, the University Security shall be called for assistance. Damaged material should be secured by the library employee. In all cases where the attempted theft or mutilation involves an individual who is not a university student, or a member of the staff or faculty, the library staff shall have the option of calling the University Security without delay.
3. The individual will be given the opportunity to record his/her account of the incident (Attachment A). In addition, the individual will be informed that he/she must contact the Library Administrative Office by 5:00 PM of the next business day (Saturday-Wednesday) to set up an interview with the Director or his/her designee.
4. The mutilated items will be given to the person in charge of the unit that has responsibility for the item(s) within 24 hours if during the week or Sunday morning if the incident occurs on a weekend. This person shall assess any damage and determine the replacement cost, recording the cost on the report form.
5. The completed report and attachments are then given to the Director or his/her designee for follow-up action.
6. In the interview with the Director or his/her designee, the individual will be given the opportunity to review and respond to the report. If damage/replacement costs are incurred, the individual will be informed of these costs and that:
 - he/she will be responsible for paying these damage/replacement costs incurred; and
 - a hold will be placed on his/her University student record and library check-out privileges will not be permitted until the damage /replacements costs incurred are paid.

7. The Director or his/her designee will make decision on whether to forward to the University office designated to discipline students.
8. The Director or his/her designee will ask Circulation to do the following if damage/replacement costs are incurred:
 - place a hold on the individual's University student record; and
 - add any cost due from the individual to the library's patron record along with the message, "attempted theft/mutilation."
9. If the individual is a university student, the final report shall be forwarded from the Director's office to the designated office in the university, with a copy being retained in the Library Administrative Office. If the individual is other than a university student, the University Attorney will be consulted on the appropriate manner in which to proceed.
10. After damage/replacement costs are paid, the payment will be recorded on the library patron record for the individual AND the library hold on the individual's University student record will be removed