

EDINBORO UNIVERSITY OF PENNSYLVANIA

LIBRARY MATERIALS USE-Policy No. C048

Supersedes Policy No. C048, Dated 5/24/93

Recommended for Approval By Robert C. Weber, Interim Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on May 13, 1996

Review Date: As Required

INTENT

The intent of this policy is to enhance equitable access to the resources of the Edinboro University Libraries by outlining responses to the irresponsible use of library materials. This policy applies to all users of the Edinboro campus libraries and the Porreco Center library.

POLICY

The University's Student Code of Conduct lists as violations of the code destruction, defacement or theft of university property, including library materials. Violations of the code committed by students will be forwarded to the Office of the Vice President for Student Affairs. Cases involving individuals other than Edinboro University students will be referred to the police.

PROCEDURE

Use of Library Materials:

The library's collections are to be used with care and in consideration of subsequent users. Some materials, including but not limited to journals and reference materials, may not be removed from the library. Others may be checked out of the library for stipulated time periods which will vary according to the nature of the material and the location from which it is borrowed. Specific borrowing rules are available at all locations which check out library materials.

As a precaution against both intended and unintended unauthorized removal of library materials or other university property from the building, the library is equipped with an electronic security system. In addition, identified library staff at the library's exit may search all bags, briefcases, etc., to assure compliance with these regulations.

Theft and Mutilation of Materials:

I. No library materials may be taken from a library building unless those materials have been properly checked out or other authorization for removal has been given. Taking library materials without authorization will be considered and treated as theft.

II. Cases of theft of library materials by students will be forwarded to the university police department. They will also be reported to the Vice President for Student Affairs and will be dealt with according to the Student Code of Conduct. Sanctions which may be invoked by the code include warnings, probation, and dismissal from Edinboro University. Cases involving individuals other than Edinboro University students will be referred to the police.

III. An individual may be considered to have committed library theft for any of the following acts:

- A. The willful removal or attempted removal of library materials from a library building without authorization.
- B. The willful concealment or attempted concealment of library materials on a person or among belongings while on the premises of a library building for the apparent purpose of removing those materials without authorization.
- C. The willful substitution of other materials for library materials.
- D. The willful removal or alteration of marks, stamps, plates, or any other device used to indicate library or university ownership of materials.
- E. The willful mutilation of library materials by marking, underlining, removing pages or portions of pages, removing the binding, and/or other means.
- F. Failure to return materials to the library following the expiration of the circulation loan period on those materials and/or upon request by the library for return of the materials.
- G. Failure to pay the fines and fees levied when library materials are returned after the expiration of the applicable circulation loan period and/or later than requested by the library.
- H. Failure to pay the library the value of lost or damaged materials, whether to the library or to another office of the university. The value of the lost or damaged materials will be determined by the library and will include processing charges and other staff costs.
- I. Any other act defined as theft of library materials and other property under state and local law.

IV. Gross negligence is punishable when it causes damage to or loss of library materials.

V. For the purposes of this policy, library materials are defined as any book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microfilm, sound recording, audio-visual materials in any format, electric data processing records, computer software, artifacts, realia, or other documentary, written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or in the custody of the library. This definition includes all university property housed in or intended for use in the library.

VI. If a library employee has probable cause to believe that a person has committed or is attempting to commit theft of library materials, then that employee may search that individual's bags, briefcases, and belongings. If the request is resisted, the employee should request assistance from the police.

Activation of the electronic detection system is considered probable cause to believe that a person has committed or is attempting to commit theft of library materials.

VII. Records will be maintained by the library and forwarded to the Office of the Vice President for Student Affairs on individuals who:

- A. Have been referred for university disciplinary action for library theft, whether under the Student Code of Conduct or other regulation.
- B. Have attempted to commit library theft, including attempts to circumvent the electronic detection system.
- C. Have been convicted of library theft.

VIII. The library may restrict the usage of library services and facilities for individuals who:

- A. Have been referred for disciplinary action for library theft at Edinboro University or other institutions.
- B. Have attempted to commit library theft including attempts to circumvent the electronic detection system at Edinboro University or other institutions.
- C. Have been convicted of library theft at Edinboro University or other institutions.