Library Standard Operating Procedures

Approved by the Library Board: December 1, 2015

THEFT

PURPOSE

The Library has stewardship responsibility to protect and secure the public investment in library materials.

SCOPE

This policy applies to all library patrons and all library materials.

POLICY

It is illegal to steal library materials per California Penal Code Section 490.5.

PROCEDURE

1. All library materials must be properly checked out to an eligible borrower before being removed from the Library.
2. Deliberate removal or attempted removal of library materials from the Library building, without checking the materials out is considered theft.
3. Attempted removal of materials that have not been checked out will trigger the Library's alarm system and prompt staff inspection of bags, parcels and other places of concealment.
4. The Library reserves the right to conduct an inspection for materials that have not been checked out even if the alarm has not sounded.
5. The willful mutilation of library materials by marking, underlining, removing pages or portions of the binding, removing electronic book detection devices, or in any other way defacing library materials is considered theft.
6. The Library may detain persons suspected of theft or attempted theft and call the police for further investigation.