

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Theft, Mutilation, or Destruction of  
Library Property

APPROVED BY: Management Group

EFFECTIVE: June 23, 1992

REVISION DATES: \_\_\_\_\_

It is a violation of library policy to steal, mutilate, or destroy any library property, e.g., library materials, equipment, wall surfaces, elevators, etc. or the personal property of individuals using the library.

There are several documents governing the behavior of individuals who have violated this policy and include:

- University Libraries Policy Manual
- University Libraries Student Employee Handbook
- Northern Illinois University Student Judicial Code
- Undergraduate and Graduate Catalogs
- Guidepost (residence halls)
- Board of Regents Regulations

In addition, all individuals are subject to any applicable local, state, and federal laws governing the theft, mutilation, or destruction of property (personal or public).

**ALL NORTHERN ILLINOIS UNIVERSITY STUDENTS ARE SUBJECT TO THE RULES AND REGULATIONS ON STUDENT CONDUCT GOVERNING STUDENTS AT THE UNIVERSITY.**

Under the Northern Illinois University's Student Judicial Code the theft, mutilation, and destruction of library property are considered violations of section 3-2 Property. Generally, the Northern Illinois University Libraries will file a formal judicial system incident report with the campus judicial office for NIU student offenses covered under this code.

In the case of the 3M Tattle-Tape Book Detection system alarm being triggered, an in-house written warning will be given for a first offense. This is considered a confidential library record and is retained for two years and then destroyed. On a second offense, a written complaint will automatically be forwarded by the University Library Security Office to the Judicial Office for handling.

**ALL NORTHERN ILLINOIS UNIVERSITY EMPLOYEES ARE SUBJECT TO THE RULES AND REGULATIONS GOVERNING EMPLOYEES AT THE UNIVERSITY.**

The theft of library property is a violation of state and/or federal laws. Working in conjunction with the appropriate offices on campus (personnel, legal counsel, etc.) an employee may be subject to prosecution under the full extent of the law for theft, mutilation or destruction of library property.

In the case of the 3M Tattle-Tape Book Detection system alarm being triggered, an in-house written warning will be given for a first offense. This is considered a confidential library record that is retained for two years and then destroyed. On a second offense, a complaint may be filed with the appropriate employee personnel office for further action.

### Sanctions

Those individuals found guilty of theft, defacement, or destruction of library property or the property of individuals using the library may be subject to one or more of the following:

- Required to pay restitution
- Probation
- Expulsion or dismissal
- Suspension of library privileges
- Prosecution
- Formal disciplinary action taken
- Forfeiture of library use
- Fined