

Policy on Mutilation and Attempted Removal of Non-Charged Library Materials

I. UNA Students

Fines and other disciplinary action are applied in accordance with the ***Student Code of Conduct***, articles 11 and 15, as published in the **Student Directory & Handbook**.

Fines of \$30.00 per item will be assessed to a student for the attempted removal from the library of materials that have not been checked out. This includes book, audiovisuals, periodicals, software and other property and equipment of UNA libraries.

Students found to be mutilating or defacing library materials or property, or in possession of such damaged materials, will be assessed the greater of \$30.00 per item or the replacement cost if still available for purchase.

A *Library Incident Report* form is filled out at the time of the violation and signed by the student and library assistant on duty. The original is kept on file at the Circulation Desk, and copies are sent to the Library Director, the UNA Police Department, and the Director of Student Engagement. If the student is unable to present a valid UNA ID (Mane Card) upon request, the matter is immediately referred to the University Police Department.

II. Non-UNA Patrons

In the event that a person who is not affiliated with UNA mutilates or defaces library materials or property or attempts to remove from the library items that have not been checked out, a *Library Incident Report* form is filled out. The University Police Department is called immediately to handle the incident in the most appropriate manner.