

## Theft and Mutilation of Library Materials Policy

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**This policy pertains to items not checked out to a patron. Please see circulation policies for fines related to damaged or lost items checked out to you.**

### 1. UNA Students

Fines and other disciplinary action are applied in accordance with the [University Standards and Behavioral Expectations](#), subsections 6 and 11, as published in the [Student Handbook](#).

Library employees will notify the University Police Department if someone steals library property or is found mutilating or defacing library materials or property.

The student will be assessed the replacement cost, plus a processing fee. This amount is determined by the University Librarian. If the library is unable to replace the item, a \$50 fee will be charged. Materials include books, audiovisuals, periodicals, equipment and other property of UNA libraries.

A Library Incident Report will be completed and forwarded to the University Librarian, the UNA Police Department, and the Director of Student Engagement.

### 2. Non-UNA Patrons

Library employees will notify the University Police Department if someone without a valid Mane Card attempts to steal library property or is found mutilating or defacing library property. A Library Incident Report will be completed and forwarded to the University Librarian.

Replacement costs will be assessed, plus a processing fee. This amount is determined by the University Librarian. If the library is unable to replace the item, a \$50 fee will be charged. Materials include books, audiovisuals, periodicals, equipment and other property of UNA libraries.