

## **Theft of Library Materials Policy**

The Harrisburg District Library establishes the following policy to protect its collections and other property against theft and mutilation.

1. No materials may be taken from the library unless those materials have been properly checked out or other authorization for removal been given. Taking materials without authorization will be considered and treated as theft.
2. The willful mutilation by marking, underlining, removing pages or portions of the binding, removing electronic book detection devices, or in any other way injuring or defacing materials will be considered and treated as theft.
3. Any other act defined as theft or mutilation of library materials under state and local law will be considered and treated as theft under this policy.
4. In all instances of theft, the offending patron will be banned from the library for no less than one year. At the end of that year a Board review will be conducted to determine eligibility for future library use.