

**Red Jacket Community Library**

POLICY # 400-11

EFFECTIVE DATE: September 2001

Operations  
Materials Security

**STATEMENT:** Lost, stolen, and missing books and other materials significantly damage the library's ability to provide the resources that its patrons need. Replacing items is expensive, and it is often impossible to replace even recent materials at any price. We have the responsibility to protect the materials in our charge from such occurrences.

**PURPOSE:** The purpose of this policy is to provide guidelines for the security of library property.

- POLICY:**
1. To protect our materials from theft, a security system has been installed at school exits. Materials not properly checked out, for what ever reason, will set off an alarm.
  2. If an alarm sounds when you pass through the gates, you will be asked to return to the circulation desk and identify any library materials you are carrying.
  3. Staff will re-process the materials.
  4. If the alarm again sounds, you will be asked to pass through the gates without holding the previously-mentioned materials.
  5. If no reasonable explanation is found for the alarm, you may be asked to open any items you have with you.
  6. We will always try to resolve these issues in a positive, non-threatening manner.
  7. However, those persons who are found to have attempted to remove library materials and/or property may be prosecuted to the fullest extent of the law. In the case of minors, parents will also be contacted.

Reviewed: 10/09

Revised: 10/09