

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

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| No: OP8 | Title: <i>Theft and Destruction of Library Property</i> |
| Type: Operational: Operations | Authority: CEO |
| Originated: 12-12-12 | Review: Biennial (Even Years) |
| Amended: | Previously: |
| Related Policies | • |
| Associated Documents | • |
| Implementation Procedures | • |

1. Schreiber Public Library engages book security on premise.
2. The Schreiber Public Library Board and staff have permission to search any patron's belongings for which they have questions, being careful not to search or touch the patron.
3. Any individual damaging or destroying materials or property will be liable for the cost of damage.
4. Theft, attempted theft, and damage or destruction of any materials or property may result in police involvement.
5. Library staff will attempt to notify the family of minors, using the contact information attached to the file, in the event that any such action is being taken.