

## **Theft and Willful Mutilation of Materials Policy**

All library materials must be properly checked out to an eligible borrower before they can be removed from the Library. Deliberate removal or attempted removal of library materials from the premises without being checked out is considered theft.

Attempted removal of materials that have not been checked out will trigger the library's alarm system. Staff will follow procedures and respond to the alarm to resolve the issue.

It is the policy of the Blackfoot Public Library to detain persons suspected of attempted or successful unauthorized removal of library materials from the premises, and to call police if the intent to steal can be established. Removal or attempted removal of library labels or security tags or mutilation of library materials is considered to be proof of intent to steal and charges may be filed and fines or fees may be assessed.

Any other act defined as theft of library materials under State and/or local law will be considered and treated as theft under this policy.

**Revised: 12-4-17**

**Policy Committee: 8-5-19**

**Board Approved: 9-9-19**