

ADMINISTRATIVE DIVISION LIB University Libraries
POLICY NUMBER LIB 1.01
POLICY TITLE University Libraries – Misuses and Penalties
SCOPE OF POLICY USC Columbia
DATE OF REVISION September 30, 2022
RESPONSIBLE OFFICER Dean of University Libraries
ADMINISTRATIVE OFFICE University Libraries

PURPOSE

This policy addresses the misuses and penalties associated with items acquired from University Libraries.

POLICY STATEMENT

All library users are subject to state law regarding theft, damage, and failure to return borrowed library materials.

Students who are apprehended mutilating or stealing library materials will be dealt with according to established university disciplinary procedures. The penalty varies according to the offense, but the result may be suspension or expulsion from the university.

PROCEDURES

A. Indebtedness

If a student does not clear charges from the library the following actions may occur:

1. The bill amount is placed on the student’s registration bill.
2. The student’s registration, transcripts, and diploma may be held.
3. The bill may be turned over to a collection agency.

B. Lost Books

1. The loss of a book should be reported promptly to the library to stop overdue fines.
2. If a book is later found, a refund may be made minus the service charge and any fines owed.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval

July 7, 2013	Policy organization, content and accuracy reviewed in May 2015; no substantive revisions required
September 30, 2022	Policy updated to standard template with clarification of procedures