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

<table>
<thead>
<tr>
<th>DATE OF REVISION</th>
<th>REASON FOR REVISION</th>
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<tbody>
<tr>
<td>February 1, 1995</td>
<td>New policy approval</td>
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<tr>
<td>July 7, 2013</td>
<td>Policy organization, content and accuracy reviewed in May 2015; no substantive revisions required</td>
</tr>
<tr>
<td>September 30, 2022</td>
<td>Policy updated to standard template with clarification of procedures</td>
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