



LOUISIANA STATE UNIVERSITY

**LSU Libraries**

*Office of the Dean of Libraries*

Library Policy Memorandum 26  
Approved by Dean's Council, May, 1997  
Approved by Dean's Council, August 1, 2007

**Subject:** Damage by Patrons to Library Items

**Purpose:** If library items of any kind are intentionally damaged, the Libraries are responsible for reporting the damage.

## **PROCEDURES**

### **Computers:**

1. If someone is observed damaging or attempting to steal equipment, staff should call Campus Police at 8-3231. Staff should then notify supervisor, and the Manager of Library Systems (8-9427). If the supervisor is not available, notify an Assistant/Associate Dean. If none are available, notify Dean of Libraries (8-2217).
2. If evidence is discovered that computer equipment has been damaged, Library Systems staff will examine the equipment and make sure that the apparent crime has been reported. If it has not been reported, call Campus Police.
3. Wait for Campus Police. They will interview staff having observed the alleged theft.
4. Staff will need to fill out a library Security Report for Equipment and send it through channels to the appropriate Assistant/Associate Dean, who will send it to Library Systems.
5. Campus Police will write a report for Risk Management at the time of the reporting call. This should go through channels to your Assistant/Associate Dean.
6. Library Systems will determine if repair is possible, or request replacement, and update appropriate records and inventory. Library Systems sends the report, the inventory information and price to Risk Management to file a claim for repair or replacement.

**Materials:**

1. Have individual fill out Library Security Report.
2. Get the individual's name and ID # (if student) and/or get all the information from the driver's license.
3. If the individual is a student and the damage does not exceed \$100, send to the Dean of Students the security report containing all the above information as well as our explanation of the situation.
4. If damage exceeds \$100, contact Campus Police.
5. If the culprit is not a student, follow steps listed in Procedure Number 1 and call Campus Police regardless of whether or not damage exceeds \$100.00.
6. Follow LPM 17 Policy for Withdrawn Materials.

**Special Collections: Library Materials, Artwork, Computer Equipment**

1. If staff sees someone damaging or attempting to steal equipment, call Campus Police at 8-3231. Notify the Head of Special Collections (8-6552), and the Facilities Manager (8-6548 or 284-0189). If the Head is not available, notify the Head of Special Collections Public Services (8-6545) or the Curator of Manuscripts (8-6546). If none are available, notify the Dean of Libraries or the Associate Dean (both at 8-2217).
2. If staff discovers evidence that materials or computer equipment has been damaged or stolen, staff should check first with the appropriate person (Head for Special Collections or Curator of manuscripts; Facilities Manager for computer equipment; Associate Dean in their absence) to make sure that the apparent crime has already been reported. If it has not been reported, or if you cannot find the appropriate individual, call Campus Police.
3. Wait for Campus Police. They will interview reporting staff.
4. Staff will need to fill out a library Security Report for Equipment and send it through channels to the Assistant/Associate Dean.
5. Campus Police will write a report for Risk Management at the time of reporting call. This should go through channels to the Assistant/Associate Dean, who will send it.