

**ADMINISTRATIVE REGULATIONS**

**TAB: Patron Services**

**DOCUMENT NUMBER: 20-10-55**

**SECTION: General Patron Services**

**SUBJECT: THEFT, VANDALISM, AND DESTRUCTION OF LIBRARY PROPERTY**

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**SUMMARY**

This regulation describes the circumstances in which members of the library staff are authorized to search containers of any kind in the possession of a patron for library materials that have not been checked out. The purpose of this document is to describe the library's policies around theft, vandalism, and destruction of property.

**Effective Date:**

October 4, 2017

**Reviewed:**

October 27, 2021  
November 9, 2023

**POLICY**

a. A patron's use of the library shall constitute an authorization from the patron to library staff to search sacks, bags, briefcases, or containers of any kind, carried or in the possession of such patron, when staff has reason to believe that such patron is concealing library materials that have not been checked out. Patrons may be charged with a fee or the replacement cost of the stolen item. The fee will be determined by Johnson County Library and can vary depending on the value of the materials deemed stolen.

**Vandalism**

b. Vandalism is strictly prohibited in the library. The act of vandalism includes but is not limited to graffiti, defacing or damaging library materials, technology, furniture, equipment, or any other property. Any patron found engaging in or having engaged in vandalism will be asked to leave immediately. Violations of this policy may result in the suspension of library privileges and possible legal action. Vandalism may also result in fees for repair or replacement.

Destruction of Property

c. Destruction of library property is also strictly prohibited. This includes but is not limited to damaging or destroying library materials, technology, furniture, equipment, or any other property. Any patron found engaging in or having engaged in destruction of property will be asked to leave immediately. Violations of this policy may result in the suspension of library privileges and possible legal action. Destruction of library property may result in assessment of fee for repair or replacement.

Patrons are responsible for any damages or losses incurred to library property. Any damage or loss must be reported immediately to library staff. Johnson County Library reserves the right to monitor and review security footage and take appropriate legal action in the event of any incidents of theft, vandalism, or destruction of property as classified in this regulation.

Patron Personal Property

d. The library is not responsible for patron personal property while utilizing library spaces. Patrons are encouraged to always keep all personal belongings with them.

**November 9, 2023**

**ARM 20-10-55 End**