

Subject: Theft/Mutilation, Lost Books, Library Accounts
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POLICY

Theft/Mutilation of Library Materials

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

Persons who are apprehended mutilating or stealing library materials may be punishable by a minimum fine of \$50.00, plus the cost of replacing any defaced material. In the case of student violators, such violations may constitute grounds for further disciplinary action which may include suspension, expulsion, and/or referral to the civil authorities for appropriate legal action. Alleged student violators have the right of appeal to the Vice Chancellor for Student Development and the Honor Court.

Charges for Lost or Damaged Books

The minimum charge for a lost or irreparably damaged hardcover book is \$25.00 plus a non-refundable service charge of \$5.00.

Uniquely valuable or out-of-print books are priced individually, and will cost more.

The charge for known paperbacks or children's books is \$15.00. In lieu of this payment the library will accept a new replacement copy of equal or greater value.

Damaged books, while assessed by the Director of the Libraries on a case-by-case basis, may also be replaced in like manner. In addition to replacement and damage fees, a patron may be liable for accumulated overdue fines up to \$5.00 per item.

Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the University. Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing State property.

PROCEDURE

Theft/Mutilation of Library Materials

In the event of suspected theft of library materials, the following procedure should be followed:

USC Beaufort student

- Ask for suspect's name and ID card.
- Report alleged violator to Library Director.
- Contact Vice Chancellor for Student Development.

K-12 student

- Report alleged violator to Library Director.
- Contact Executive Vice Chancellor for Academic Affairs.
- Contact parent or guardian to come to library.
- Release alleged violator to custody of parent or guardian.

Other non-USCB users

- Report alleged violator to Library Director.
- Inform alleged violator that his/her library privileges may be revoked and that a fine may be imposed.

(Note: Sections 16-13-330, 16-13,331, 16-13,332, 16-13,340, 16-13-350, 16-13-370 of the Code of Laws of South Carolina 1976 reinforce such policy.)

Lost Books and Fines

The loss of a book should be reported promptly to the library in order to stop the accrual of overdue fines.

If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

All overdue fines must be paid before additional library books may be borrowed.

Failure to Settle Library Accounts

Returning students will not be allowed to register and graduating students may not be allowed to receive their diplomas or obtain a copy of their transcripts until library obligations are cleared.

“Holds” placed on student records will not be removed until outstanding library debts are cleared.