



Policy Stolen or Damaged Materials:

The Curry Library's policy on stolen and damaged materials follows the William Jewell Student Code of Conduct as stated in the Student Handbook. Specifically, any of the following acts are considered acts of vandalism:

- a. Removing security equipment from library materials.
- b. Tearing or removing pages from books or magazines
- c. Underlining, highlighting or otherwise marking library materials
- d. Mutilating or otherwise damaging tapes, cassettes, records, or any other Curry Library material.
- e. Removing Curry Library materials without authorization (i.e. through the official checkout system)
- f. Failing to take proper care of checked-out materials, resulting in damage.

Any student or employee who commits any of the above is subject to penalties which are outlined in the Student Code of Conduct and Employee Handbook. Non-Jewell patrons will be subject to local vandalism laws. Patrons will be billed for replacement costs of damaged materials and may lose library privileges until accounts are paid in full. Students with outstanding library accounts will be unable to register for classes and may have grades, transcripts, and/or diplomas held until their obligations have been met.