Policy on Theft and Destruction

Millard Sheets Library – Otis College of Art and Design

Stealing, defacing library property and other acts of vandalism are considered criminal activities and are in direct violation of the Otis Code of Conduct. Such behavior will be reported.

Security

Security gates have been installed to help defend the library collection. Materials from other libraries, video/DVD rental and book vendors will trip the alarm. We request that you leave these items outside the library. If you feel you must enter with these materials, please inform the staff. Do not bring them through the security gates. Attempting to bypass detection by the security gates is prohibited.

If you cause the alarm to sound, your possessions and person are subject to search to determine the cause of the alarm. Return to the circulation desk and cooperate with library staff. Lack of cooperation will result in loss of library privileges.

Theft and Destruction

Stealing, defacing library property and other acts of vandalism are considered criminal activities and are in direct violation of the Otis code of conduct. Library use is a privilege. If it is determined that you have willfully disregarded the rules of the library, including but not limited to those listed above, your privileges may be revoked. Additionally, disciplinary action may be taken by the Dean of Students and/or Human Resources which may result in dismissal.

For security purposes, your visit to the library is subject to video surveillance. Thank you for your cooperation.

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