

THEFT

Theft in Progress

1. Mentally note the situation and the description of thief. Do not attempt physically to restrain the thief. Use care: the thief may be armed and dangerous.
2. Call Campus Police immediately (**9-911**) and inform them that a theft is in progress.
3. Be available to assist the police with any information they may need.
4. Complete a Library *Incident Report* when time permits and notify the University Librarian's Office.

Theft After the Fact

1. Immediately report theft to supervisor.
2. Do not disturb the area in which the theft has taken place. That is, do not straighten up a ransacked room or touch things, because this may impede the police's ability to obtain evidence.
3. The supervisor should immediately call Campus Police (9-911).
4. The supervisor and employees should attempt to compile a listing of missing items.
5. The supervisor and employee who discovered the theft should jointly prepare a written communication of the situation and the action taken.
6. Complete a Library *Incident Report* when time permits.

Theft of a Patron's Belongings

1. Inform the victim of the need for a police report to expedite the recovery of lost items. If a patron's textbooks are stolen, the patron should immediately report this to UIUC area bookstores in case the thief attempts to resell the books.

Theft of Library Property

1. The area supervisor must prepare a written communication, which may be used to report the incident to the insurance company. The statement should include how, when, and by whom the theft was discovered; the date of the police report and the name of the officer to whom reported; a complete listing of any losses and or/damages suffered by building or other property; and other information pertinent to the situation. A copy of the statement should be sent to the Libraries' budget officer and the University Librarian. If the theft resulted in the loss of collections material, they will report the incident to the AUL for Collections immediately.
2. If damage to the building has resulted from the theft or from forced entry, the University Librarian's Office and the building coordinator should be immediately summoned to review the situation and request repairs as necessary.
3. If damage to the collections has resulted, the Libraries' Preservation or Conservation Librarians (4-8755 or 4-5689) should be summoned to inspect the damage and evaluate cost for treatment. Vandalism or theft of library materials in excess of \$300.00 value is a felony in the State of Illinois. The value assigned is for any damage or theft within a 90-day period ([Illinois Compiled Statutes, Criminal Offences, Criminal Code of 1961 720 ILCS5/](#)).
4. If damage to the computer equipment has occurred, the Libraries' Systems Office (4-4688) should be summoned to inspect the equipment.
5. The Libraries' Business Office (3-5481) should be contacted to obtain payment documents for any repairs or supplies before these repairs are made or the supplies ordered. The Library budget officer will investigate the potential for an insurance claim.