Library Security System User Guidelines

Security System

Security systems are used to prevent materials leaving the University Libraries without being checked out. Items have a magnetic strip placed inconspicuously in them. When the item is lent, the strip is demagnetized with Demagnetization Slip. If the strip is not demagnetized, the security system alarms when the item passes between detection gates near the exit. Strips will be magnetized again when the loaned library material is returned.

Library Security User Guidelines

The users of the University Libraries are herewith informed that a security system has been installed to protect the collection of books and other physical publications from theft.

In order to optimize the service to all library readers, perpetrators of rules and regulations will be sanctioned as follows:

Article 1

All users – whether they are carrying materials borrowed from the library of not – are supposed to use the appropriate entry and exit to the library premises. Climbing or jumping over barriers is not allowed and will be considered as intended to elude supervision or detection.

Article 2

Every intercepted attempt to bring library materials out of the premises without due registration will automatically lead to the confiscation of one’s Borrower’s Card and to the suspension of all library rights for one month without reimbursement of paid fees.
Article 3

On top of the suspension of rights, a fine will be imposed to the perpetrator, the exact amount of which will be determined at the beginning of every school year by the Vice-President for Finance.

Article 4

In addition, every attempt to elude established check-out procedures for books and other materials will automatically be referred to the Student Affairs Office (for students) or to the Vice-President for Administration (for faculty and employees) for appropriate action.

Article 5

The public is also informed that the Date Due Card (Demagnetization Slip) is to be kept in the book pocket of all borrowed items. Loss of Date Due Card will lead to a penalty, which is partly intended to replace the said card. The exact amount of the penalty shall be determined at the beginning of each school year by the Vice-President for Finance.

Article 6

Upon the offset of the alarm signal, a user is supposed to promptly surrender to the duly assigned and identified Library Staff or Library Working Scholar on duty. The user is expected to cooperate with any investigation, including bag or body searches.

Article 7

Any attempt to deliberately set off the alarm system – whether intended as a joke or just to create disruption – or any act of vandalism will be dealt with appropriately. Such act will be treated as if it were a real attempt to steal library property. Such act will therefore be subject to the same sanctions as those mentioned under articles 1 and 2.

Article 8

False alarms that are not intentionally provoked are not subject to sanctions. Users are advised, however, not to bring items into the library building that were bought or borrowed from stores or institutions that are using a similar security system, as interference may occur.

Guidelines to be Observed When the Security Systems Alarms

1. The Library Working Scholar (LWS) request the patron to again pass the security gate after putting aside an object that he thinks triggered the alarm.
2. If the alarm is not triggered when the patron passes through the security gate again, this means that the object that was set aside was the cause of the alarm. This should be noted down in the logbook by filling-out the logbook properly.
3. All objects that triggered the security system should be submitted to the concerned section head.
4. The LWS should explain to the patron that this procedure is being implemented as part of the security system policy.