

VANDALISM

Vandalism in Progress

1. Mentally note the situation and the description of vandal. If in Main Library, involve the Library Security Patrol. Do not attempt physically to restrain the vandal(s). Use care: the vandal may be armed and dangerous.
2. Call Campus Police (9-911) immediately and inform them that an act of vandalism is in progress.
3. Remain 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.

Vandalism After the Fact

1. Immediately report the act of vandalism to your supervisor.
2. Do not disturb the area in which vandalism has taken place.
3. Supervisor should immediately call the Campus Police (9-911).
4. Supervisor and employee who discovered vandalism should jointly prepare the Library *Incident Report*.

CAUTION: Bio-hazards should only be handled by properly trained safety personnel. Do not touch collections materials exhibiting signs of vandalism involving blood, human or animal waste materials, or other potentially hazardous materials. In such situations, contact the University Librarian's Office (3-0790) for further guidance.

Procedures for Reporting Vandalism

When an act of vandalism has occurred, the area supervisor must prepare a written communication, which may be used to report the incident to the police and /or to the insurance company. The statement should include how, when, and by whom the vandalism was discovered; the date of the police report and the name of the officer to whom reported; a complete listing of any losses; and a list of any damages suffered by building or other property. A copy of the statement should be sent to the Library's budget officer and the appropriate assistant university librarians.

If damage to the building has resulted from the act of vandalism, the University Librarian's Office (3-0790) should be summoned as soon as possible to review the situation and request repairs as necessary.

If collections are damaged, the Libraries' Preservation personnel (4-8755; 4-5689) should be summoned as soon as possible to inspect the damage. Vandalism should be treated in the same manner that damage to library materials is addressed. According to the *Illinois Compiled Statutes, Criminal Offenses, Criminal Code of 1961 720 ILCS 5*, over \$300.00 in damage constitutes a felony. More minor infractions are misdemeanors.

If damage to computer equipment has occurred, the Library's Systems Office (4-4688) should be summoned as soon as possible to inspect the equipment.

The Library's Business Office (3-5479) should be contacted to obtain payment documents for any repairs or supplies before these repairs are made or supplies ordered.

Vandalism Defined:

Such willful or malicious acts as are intended to damage or destroy property. Vandalism connotes act of a vandal and in ordinary usage is not limited to destruction of works of art, but has broadened its meaning to include destruction of property generally.

Black's Law Dictionary 1553 (Sixth ed., 1990)

See also *Illinois Compiled Statutes, Criminal Offenses, Criminal Code of 1961 720 ILCS 5*