

1 **Final Version 3/11/09**

2
3 **ACRL/RBMS Guidelines**
4 **Regarding Security and Theft**
5 **in Special Collections**
6

7 These guidelines identify important topics that collection administrators should
8 address in developing adequate security measures and a strategy for responding
9 to thefts. While directed primarily toward special collections in the U.S., many
10 topics are also applicable to general collections and to special collections in other
11 countries. "Special Collections" here refers to repositories containing rare books,
12 manuscripts, archives, and other antiquarian and special materials. "Booksellers"
13 refers to those who sell such materials. In the term "Library Security Officer,"
14 "Library" is understood to mean any special collections repository.

15
16 **Part I: Security Measures**

17
18 1. Introduction

19
20 Administrators of special collections must ensure that their materials remain
21 intact and secure from theft and damage. The security of collections is now
22 especially important since administrators' efforts to increase the use and
23 knowledge of collections in their care can result in a greater public awareness of
24 their value and may increase the risk of theft. Security arrangements may vary
25 from one institution to another and are dependent on staffing, physical setting,
26 and use.

27
28 Booksellers also must concern themselves with collection security, since thieves
29 may offer stolen materials to them for sale. Administrators should make every
30 effort to familiarize booksellers with the ways institutions attempt to secure and
31 identify their materials and help them use this knowledge to lessen anyone's
32 chances of profiting from theft.

33
34 The appointment of a Library Security Officer (LSO) and the development of a
35 written security policy can help ensure that all staff are aware of their legal and
36 procedural responsibilities in applying security measures.

37
38 2. The Library Security Officer (LSO)

39
40 Each institution concerned with the security of special collections materials
41 should appoint an LSO. The LSO should be appointed by the director, should
42 have primary authority and responsibility to carry out the security program, and
43 should have a thorough knowledge of all repository security needs, particularly
44 those of special collections. The LSO should not necessarily be conceived of as
45 the general security officer, although he or she may also hold that role. The LSO's
46 principal responsibility should be to plan and administer a security program,
47 which should include a survey of the collections, reviews of the physical layout
48 of the institution, and training of the institution's staff. He or she should develop

1 active working relationships with colleagues and seek the advice and assistance
2 of appropriate personnel, such as institutional administrators, corporate counsel,
3 life safety officers, as well as outside consultants from law enforcement agencies
4 and insurance companies.

5
6 *Suggestions for implementation:*

- 7
- 8 • In some repositories, the LSO and the special collections administrator
9 may be the same person.
 - 10
 - 11 • Special collections administrators in institutions without another official
12 for whom the role of LSO would be appropriate are encouraged to take on
13 this role and advocate that the institution recognize the importance of this
14 responsibility.
 - 15
 - 16 • Report the name of the current LSO to the LSO-List administrator (see
17 Appendix III)
 - 18

19 3. The Security Policy

20

21 The LSO should develop a written policy on the security of the collections, in
22 consultation with administrators and staff, legal authorities, and other
23 knowledgeable persons. The policy should include a standard operating
24 procedure on dealing with a theft or other security problems. The security policy
25 should be kept up-to-date with current names and telephone numbers of
26 institutional and law enforcement contacts. The institution should also review
27 the policy periodically to insure that institutional needs continue to be
28 adequately addressed. The LSO should cooperate with and be involved with
29 development and implementation of general security measures, as these may
30 affect the security of special collections materials. The LSO should also be
31 involved with emergency and disaster planning.

32
33 *Suggestions for implementation:*

- 34
- 35 • In large institutions it may be necessary to assemble a Security Planning
36 Group to assist the LSO in identifying problem areas and to recommend
37 solutions. This group, made up of the LSO and other appropriate
38 personnel, will be responsible for developing a security plan to prevent
39 theft and a detailed plan of action to follow when a theft is discovered.
40 The plan may be a part of the institution's disaster plan or constitute a
41 separate plan. The plans should not be public documents (e.g., they
42 should not be posted on a web site), but accessible only to appropriate
43 institutional personnel.
 - 44
 - 45 • Institutions that lack appropriate staff resources may wish to bring in a
46 security consultant to assist in developing a policy and in determining any
47 major threats to the collection. When engaging a security consultant, the
48 institution or LSO should use caution in evaluating the consultant's
49 competence or ability to perform the work. The institution should

1 investigate the security consultant's background and references
2 thoroughly.

3

4 4. The Facility

5

6 The special collections building, unit, or area should have as few access points as
7 possible. Fire and emergency exits, which should be strictly controlled and
8 alarmed, should not be used for regular access. Within the facility itself, the
9 public should have access only to public areas, not to work areas or stack space.
10 Researchers should be received in a separate reception area where a coatroom
11 and lockers should be provided for researchers' personal belongings and
12 outerwear. A secure reading room where researchers can be continuously
13 monitored by staff trained in surveillance should be identified as the only area in
14 which material may be used. A staff member or security guard should check
15 researchers' personal research materials before they enter the secure area as well
16 as when they depart.

17

18 Keys or electronic keycards are especially vulnerable items; therefore, a
19 controlled check-out system for all keys should be maintained. Keys to secure
20 areas should be issued to staff only on an as-needed basis, and master keys
21 should be secured against unauthorized access. Combinations to vaults should
22 have limited distribution and be changed each time a staff member with access
23 leaves his or her position. Strong consideration should be given to installing
24 proprietary keyways (i.e., unique keys and locks available only from a single
25 manufacturer) in locks in the special collections area. Security cameras should be
26 installed that cover reading rooms and any access points that security
27 professionals deem appropriate. All recordings should be retained for as long as
28 possible, preferably permanently.

29

30 *Suggestions for implementation:*

31

- 32 • In institutions where it is not possible to hire a security guard, a
33 designated staff member could perform the guard's function.
34 Consideration should be given to installing a video surveillance system.
- 35
- 36 • As a precautionary policy, keys and locks to secure areas should be
37 changed on a regular basis.
- 38
- 39 • When an institution plans to remodel, renovate space, or build a new
40 facility for special collections materials, the LSO and the special collections
41 administrator should ensure that all security needs are addressed in the
42 design and planning.

43

44 5. The Staff

45

46 An atmosphere of trust and concern for the collections is probably the best
47 guarantee against theft by staff. Nevertheless, close and equitable supervision is
48 essential. The staff, including students and volunteers, should be chosen
49 carefully. Careful personnel management is an ongoing necessity. Disgruntled

1 staff may seek retribution through theft, destruction, or willful mishandling of
2 collections. Consideration should be given to bonding employees who work in
3 special collections. Training the staff in security measures should be a high
4 priority of the LSO. Such training should ensure that staff are aware of their legal
5 and procedural responsibilities in relation to security as well as their own and
6 the researchers' legal rights when handling breaches. Staff should be discouraged
7 from taking personal belongings into secure areas, and such belongings should
8 be subject to inspection by security staff when exiting.

9
10 *Suggestions for implementation:*

- 11
- 12 • The LSO and special collections administrators should ensure that all staff
13 are familiar with these guidelines and the security policies in their
14 institutions and how they may apply specifically to their institution. New
15 staff should receive security training in a timely fashion as part of their
16 orientation process.
- 17
- 18 • When appropriate or consistent with institutional policies, background
19 checks and bonding of staff members should be considered.
- 20
- 21 • The LSO and special collections administrators should be familiar with the
22 institution's personnel policies, and advocate security concerns with the
23 institution's human resources staff.
- 24

25 6. The Researchers

26
27 The special collections administrator must carefully balance the responsibility of
28 making materials available to researchers against the responsibility of ensuring
29 the security of the materials. Registration for each researcher who uses special
30 collections materials should be required, including the name, address, legal
31 acknowledgment, and institutional affiliation (if any). Photo identification or
32 some other form of positive identification is necessary to establish physical
33 identity. Also record what projects researchers are working on and if possible
34 what collections they will be using. These registration records should be
35 retained permanently.

36
37 Staff must be able to identify who has used which materials by keeping adequate
38 checkout records, whether paper or electronic. These records should also be
39 retained indefinitely in order to be available to law enforcement authorities if
40 thefts or vandalism later come to light. No matter what their form, the records
41 should unequivocally link a particular researcher to a specific item.

42
43 Many special collections security plans must take into consideration institutional
44 policies, especially those pertaining to confidentiality, of their parent institution.
45 Access to registration and circulation records should be restricted. Institutional
46 policies and practices, especially in the course of investigating possible thefts,
47 should not violate applicable confidentiality laws. LSOs should be familiar with
48 all applicable laws governing personally identifiable information about users.

49

1 Each researcher should be given an orientation to the rules governing the use of
2 the collections, and these rules should be prominently posted and available on
3 the institution's web site. Researchers should legally acknowledge compliance
4 with these regulations. Researchers should not be permitted to take extraneous
5 personal materials into the reading areas. This includes such items as notebooks,
6 briefcases, outerwear, books and voluminous papers. Personal computers should
7 be removed from the case before use in the reading room is permitted. Lockers or
8 some kind of secure space should be provided for any items not permitted in the
9 reading room.

10
11 Staff should observe researchers at all times and not allow them to work
12 unobserved behind bookcases, book trucks, stacks of books or any other
13 obstacles that restrict staff view. Researchers should be limited at any one time to
14 having access only to those books, manuscripts or other items that are needed to
15 perform the research at hand. Staff should check the condition, content and
16 completeness of each item before circulating it and when it is returned after use.
17 This checking of materials that are returned is especially important for the use of
18 archival and manuscript collections, which often consist of many loose, unique
19 pieces. Researchers should be required to return all materials before leaving the
20 reading room, even if they plan to return later to continue their research. They
21 should not be allowed to exchange items or to have access to materials brought
22 into the room for use by another researcher.

23 24 *Suggestions for implementation:*

- 25
26 • The LSO or special collections administrator should seek the advice of the
27 institution's legal counsel or other appropriate legal authority when
28 developing researcher policies in order to ensure adequate legal recourse
29 if researchers violate the use agreement.
- 30
31 • The institution should require that all researchers read and legally
32 acknowledge an agreement to abide by institutional policies.

33 34 7. The Collections

35
36 Administrators of special collections must be able to identify positively the
37 materials in their collections to establish loss and to substantiate claims to
38 recovered stolen property. This includes keeping adequate accession records,
39 maintaining detailed cataloging records and lists in finding aids, recording copy-
40 specific information, and keeping condition reports and records. Lists developed
41 to fulfill the requirements of insurance policies should also be kept current. In
42 addition, the materials themselves should be made identifiable. This can be
43 accomplished by marking them following the Guidelines for Marking (Appendix
44 I), by applying other unique marks, and by keeping photographic, digital, or
45 microform copies of valuable items.

46
47 A recent theft or act of vandalism may give an indication of a building area,
48 subject, or type of material that will be the target of future theft or mutilation. If it
49 is appropriate, transfer to a more secure area materials related to those already

1 stolen or mutilated. The theft or mutilation of printed books or manuscripts may
2 indicate that other genres of materials containing similar subject matter will
3 become the targets of thieves and vandals.

4
5 Many institutions house materials in open stack areas accessible to all users.
6 These open stack areas may contain rare materials which are unidentified and
7 unprotected. Materials in open stacks are most vulnerable to breaches in security.
8 Many thieves search these areas for materials considered rare, rather than
9 attempt to infiltrate special collections or outwit the security measures
10 implemented in monitored reading rooms. Institutions should establish
11 procedures for the routine review of general stacks, using the ACRL/RBMS
12 Guidelines on the Selection of General Collection Materials for Transfer to
13 Special Collections to assist in identifying rare materials on the open shelves in
14 need of protection.

15
16 *Suggestion for implementation:*

- 17
18 • Items that are more valuable should be segregated from the collections into
19 higher security areas, with more restricted conditions for staff access and
20 researcher use.

21 22 8. Record-Keeping, Description, and Cataloging

23
24 A. Catalog all materials as fully as institutional resources and descriptive
25 practices will allow. Stolen materials that have been described in detail are far
26 more easily identified and recovered. Materials that have not been completely
27 cataloged or processed should be made available to researchers only if security is
28 not compromised and additional precautions (such as more stringent
29 supervision of use, a reduction in the number of items dispensed at one time,
30 and marking) are taken.

31
32 B. In the case of books, use the catalog record to describe copy-specific
33 characteristics (e.g., binding, marks of previous ownership, defects) and
34 bibliographic information that helps to distinguish among editions, issues, and
35 states. Maintain complete acquisitions records, including antiquarian catalog
36 descriptions. Create machine-readable records for local public access and
37 international bibliographic databases. Participate in bibliographic projects that
38 record detailed bibliographic descriptions.

39
40 C. Conduct regular inventories of both cataloged and uncataloged book
41 collections and other collections when possible. This task is most effectively
42 performed by staff members working in teams and should be conducted on a
43 random basis. Proceeding through the collection in a predictable manner is not
44 wise since it may allow thieves to temporarily replace stolen materials. A
45 simultaneous reconciliation of the shelflist with the collection is also
46 recommended. Inventories conducted even in small stages are valuable since
47 they may reveal thefts (as well as misshelved books) and serve as a deterrent to
48 any potential in-house thieves.

49

1 D. Maintain a shelflist, preferably in paper form for special collections, in a
 2 secure area. If the shelflist is electronic, it should be secure from tampering and a
 3 backup should be stored off-site. Since the shelflist indicates precisely where
 4 each item should be located, and because it contains copy-specific information
 5 about special collections materials, its maintenance and security are vital for
 6 detecting and recovering thefts.

7
 8 E. Maintain up-to-date records of unlocated items and periodically recheck them;
 9 consider reporting missing items which are still unlocated after several searches
 10 to appropriate agencies (see below), noting their status as missing rather than
 11 stolen.

12
 13 F. Cancel marks of ownership when deaccessioning items and keep careful,
 14 detailed records of such deaccessions. No attempt to remove ownership marks
 15 should be made, however.

16 17 9. Legal and Procedural Responsibilities

18
 19 The administrators of special collections and the LSO must know laws relating to
 20 library and archival theft as well as institutional policies on apprehension of
 21 suspects and must convey this information to staff; they must also report thefts
 22 promptly to appropriate law enforcement agencies. Staff members must be
 23 aware of their legal rights in stopping thefts without infringing on the rights of
 24 suspects.

25 26 *Suggestion for implementation:*

- 27
- 28 • LSOs and/or special collections administrators should take an active role in
 29 raising the awareness of other institutional officials, e.g., institutional legal
 30 officers, public safety officers, the director, et al., regarding the serious nature
 31 of materials theft, and urge the institution to resolve security threats and
 32 breaches and to seek the strictest punishment possible for those convicted of
 33 theft or other security violations.

34 35 10. Institutional and Legislative Support

36
 37 A. Work with the institutional administration to ensure their support for the
 38 prosecution of thieves. This support may range from the collection of evidence to
 39 be shared with prosecutors, to direct participation with the prosecution before
 40 and during the trial.

41
 42 B. Work with appropriate institutional, local, and state groups to lobby for
 43 strengthening of state laws regarding library and archival thefts and for diligent
 44 prosecution of such crimes. (See Appendix II: "Draft of Model Legislation: Theft
 45 and Mutilation of Library Materials.")

46 47 **Part II: Responses to Theft**

48 49 1. Formulation of Action Plan

1
2 Like a disaster plan, an institutional plan for dealing with a theft will ensure a
3 quick and well-organized response. The LSO, in concert with appropriate
4 administrators, public relations personnel, security personnel, law enforcement
5 (local, state, and federal, if necessary), and legal counsel should formulate a
6 course of action that includes:

- 7
- 8 • Establishment of good working relations with law enforcement agencies—
9 institutional, local, state, and/or federal—and determination which of them
10 has original jurisdiction over the institution (e.g., in-house security, local or
11 state police, etc.) and under which circumstances they should be called. The
12 institution should maintain a list of contacts in each level of law enforcement
13 and discuss the plan of action with each. (See Resources Directory) The F.B.I.,
14 as well as U.S. Customs or Interpol, might become involved if stolen items are
15 suspected of being smuggled into or out of the country.
 - 16
 - 17 • Notification of appropriate stolen and missing books databases and other
18 appropriate networks (see Appendix III)
 - 19
 - 20 • Notification of local and regional booksellers and appropriate specialist
21 sellers
 - 22
 - 23 • Transfer of vulnerable items to a more secure location
 - 24
 - 25 • Arrangement of appraisals upon discovery of missing items
 - 26
 - 27 • Questioning of staff regarding any suspicious behavior by users or other
28 persons
 - 29
 - 30 • Preparation of regular communications to staff about progress in the case,
31 consistent with the investigation's integrity
 - 32
 - 33 • Preparation of news releases and responses by authorized institutional
34 representatives to questions posed by the news media; all staff should be
35 instructed to refer inquiries to the authorized spokesperson
 - 36
 - 37 • Maintenance of internal record of actions taken during the case's progress,
38 from its discovery to its final disposition

39

40 2. Response to a Theft in Progress

41

42 If your suspicions are sufficiently aroused, immediately summon both a witness
43 and the LSO and if possible capture the subject's actions on a security camera.
44 After this point, however, you are in the position of following your own
45 institution's policies and applicable state laws concerning the incident. Because
46 of wide vagaries in both those variables, more specific recommendations about
47 potential courses of action in this situation are problematic. Whereas some
48 actions, such as summoning security or the police may seem logical, they may in
49 fact be counter to institutional policies.

- 1
- 2 • If there is probable cause that a theft has occurred, request that the police
- 3 officer place the suspect under arrest. (Laws regarding grounds for arrest
- 4 vary from state to state. Know the relevant laws of your state.) If there is
- 5 evidence of theft, (e.g., materials hidden on the suspect's person), do not
- 6 agree to the suspect's release in return for the suspect's assurances that he or
- 7 she will return to face charges. If the officer will not make an arrest, attempt
- 8 to persuade the officer to detain the suspect until the officer can verify
- 9 his/her identity and place of residence.
- 10
- 11 • At the first opportunity, describe in writing the suspect's physical appearance
- 12 and obtain written accounts of the entire event from witnesses involved. This
- 13 document may be needed later, especially if the case is prosecuted.
- 14 Immediately retrieve any materials the suspect has already turned back in
- 15 and inspect them for loss or damage. Do not in any way alter anything that
- 16 might be considered evidence.

17

18 3. Subsequent Response

19

20 A. Gather Evidence

21

22 The LSO will notify administrative officers, institutional security personnel, as

23 well as appropriate law enforcement personnel, and will compile a list of missing

24 items. (This does not mean that the entire collection needs to be inventoried.)

25 Alert other units and local repositories. However, after the immediate steps

26 listed below have been taken, it is suggested that works similar to those that have

27 been stolen be inventoried. In consultation with the personnel you have notified,

28 gather all available evidence of theft. Such evidence includes:

- 29
- 30 • Detailed, copy-specific descriptions of missing materials
 - 31
 - 32 • Any relevant video files or electronic security system logs
 - 33
 - 34 • Chain of custody documentation for missing materials (including call slips
 - 35 or copies of electronic records)
 - 36
 - 37 • Indications of unauthorized physical access to restricted areas
 - 38
 - 39 • Report any missing cataloging or circulation records and database
 - 40 tampering
 - 41
 - 42 • Report on any indication of systematic patterns of loss of materials

43

44 B. Report to Appropriate Organizations and Agencies

45

46 Inform local booksellers of the institution's collecting areas and establish a

47 procedure for quickly informing them of any theft that has occurred in your

48 repository. Thieves sometimes try to sell stolen property quickly, and sellers with

1 knowledge of the collections can recognize, or at least be suspicious of, these
2 genres of materials when they are offered.

3
4 Immediately report thefts or missing items which are believed to have been
5 stolen to appropriate electronic mailing lists and national stolen and missing
6 book databases (for a complete listing and details see Resources Directory). A
7 search of auction sales records may be advisable if there is reason to believe the
8 stolen material reached the market.

9 10 C. Assist with Prosecution

11
12 After the perpetrator is apprehended and brought to trial, establish lines of
13 communication with the prosecution throughout the process of adjudication.
14 This is particularly important if a plea-bargain and restitution are involved, since
15 the institution may need to submit an account of damages. It is advisable for a
16 representative to be present during the trial and especially during the sentencing
17 phase, at which point the institution may wish to make a statement. This should
18 refer to the seriousness of the crime, the damage to the cultural record, and its
19 impact on the institution and its users. Such statements have been known to
20 influence judges to impose harsher punishments.

21 22 D. Arrange for the Return of Located Materials

23
24 Once stolen materials are identified, it is necessary to confirm that they indeed
25 belong to the institution; this process is facilitated by the record-keeping
26 recommendations in Part I, section 8.

27
28 If the stolen materials reached the market and are in the hands of a new owner,
29 recovery may be a difficult and time-consuming process. This is especially true if
30 the materials are in a foreign country, where different legal systems and laws of
31 title regarding the transfer of stolen goods are involved. Law enforcement and
32 legal counsel will be able to provide advice on these issues. If a bookseller or
33 auction house sold the items, its assistance should be enlisted in the recovery
34 effort.

35
36 While in some cases authorities may be able to seize stolen items, in many cases
37 this is not possible. Negotiation may be required, and it may prove necessary to
38 compensate the current owner to obtain the timely return of the items.
39 Depending on the circumstances, a bookseller or auction house should be
40 requested to participate in the compensation, though this cannot be enforced.

41
42 Careful records of the stolen and returned items and all other aspects of the theft
43 should be kept in perpetuity.

44 45 **APPENDIX I** 46 **Guidelines for Marking Books, Manuscripts, and Other Special Collections** 47 **Materials**

48 49 I. Introduction

1
2 There has been much discussion regarding the appropriateness of permanently
3 marking books, manuscripts, and other special collections materials. Failure to
4 mark compromises security. Cases of theft show that clear identification of stolen
5 material is vital if material, once recovered, is to be returned to its rightful owner.
6 The following guidelines are intended to aid libraries and other institutions in
7 marking their materials and to provide as consistent and uniform a practice as
8 possible.
9

10 Even the most conservative marking program results in permanent alteration of
11 materials. Choices concerning marking are likely to depend heavily on one's
12 aesthetic judgment balanced against the need to secure materials from theft and
13 to assist in their identification and recovery. Each repository will have to balance
14 those competing needs. The ACRL/RBMS Security Committee recommends that
15 libraries and other institutions use marking as part of their overall security
16 procedures and that they attempt to strike a balance between the implications for
17 deterrence (visibility, permanence) and the integrity of the documents (both
18 physical and aesthetic).
19

20 II. General Recommendations

21

- 22 1. That markings be of two types: a) readily visible to the casual observer and
23 b) hidden and difficult to detect
24
- 25 2. That readily visible marks be made in an approved form of permanent ink,
26 such as that available from the Library of Congress
27 (<http://www.loc.gov/preserv/marking.html>)
28
- 29 3. That marks which are hidden or difficult to detect never be the only or primary
30 types of marking
31
- 32 4. That visible marks be placed so that they will cause significant damage to the
33 aesthetic and commercial value of the item if they are removed
34
- 35 5. That marks be placed directly on the material itself and not on an associated
36 part from which the material may be separated
37
- 38 6. That all marks unequivocally and clearly identify the repository
39

40 III. Discussion

41

- 42 1. Readily visible marks are intended to deter potential thieves; hidden marks are
43 intended to assist in the recovery of stolen materials. If only one type of mark is
44 to be used, it should be of the readily visible type.
45
- 46 2. Visible marks should be all but impossible to remove and should never consist
47 of just a bookplate. Although not the only form of a visible mark, ink is perhaps
48 the best medium for this purpose, so long as the ink meets current standards for
49 permanence and conservation. There is still controversy surrounding which inks

1 are best suited for this purpose, so a recommendation cannot go beyond urging
2 those in charge of marking programs to be current on the latest developments in
3 this field.

4
5 3. Hidden marks should never be used as the only form of marking, because they
6 are worthless in alerting others, such as booksellers, that material has been
7 stolen. Hidden marks are intended only as supplements to visible marks.

8
9 4. Much controversy has surrounded the placement of visible marks. Given the
10 varying nature of special collections materials and the varying nature of beliefs
11 and sentiments concerning what is proper placement for a visible mark, it is
12 probably futile to overly prescribe placement of marks. It is recommended,
13 however, that no position for a mark be rejected outright. Some repositories
14 might, for example, be comfortable stamping the verso of a title page or the
15 image area of a map; others might reject those options. However, no matter
16 where the visible mark is placed, it should not be in a position that it can be
17 removed without leaving obvious evidence of its former presence.

18
19 5. Marks of whatever type must be placed directly on the material itself. Marks
20 placed only on a front pastedown in a book, on a portfolio that holds prints, or
21 on some type of backing material are rendered useless if that element is
22 separated from the item. Especially in the case of flat items, such as maps and
23 broadsides, it is important that the marks be applied before any backing
24 procedure is done.

25
26 6. Marks should not be generic (e.g., "Rare Book Room," "Special Collections,"
27 "University Library," etc.) but should rather make plain the repository to which
28 they refer. It is recommended that visible marking consist of the repository's
29 Library of Congress symbol. If a repository lacks such a symbol, the Library of
30 Congress will supply one upon request. If the Library of Congress symbol is not
31 used, then the name of the repository should be used, being careful that no
32 confusion arises among repositories with similar or identical names.

33 34 IV. Other Considerations

35
36 1. Hidden marks do not have to be marks at all. They merely have to provide
37 some positive ownership indication that is extremely difficult if not impossible to
38 detect. Microembossers, for example, provide an extremely cheap and difficult to
39 detect type of nearly invisible mark. Modern technology also provides non-
40 invasive marking techniques, such as microphotography, that do not leave any
41 mark on the item itself yet serve as positive identification. Other technologies,
42 such as microtaggants, may also be appropriate for this purpose. It is vital if such
43 marks are used, however, that the repository keep extremely accurate records of
44 such marks so that they can be readily found for identification purposes if the
45 need arises to do so. Generic secret marking systems, such as underlining a word
46 on p. 13 of every book, should be avoided as the sole means of such marks.

47
48 2. Repositories should never attempt to cancel marks, even in the event that the
49 material is deaccessioned. No system has yet been devised for canceling marks

1 that cannot be imitated with relative ease by thieves, and there seems to be no
2 alternative but to assume permanent responsibility for one's mark on a book,
3 manuscript, or other document. Permanent records should be kept of
4 deaccessioned materials, whether marked or unmarked, and the material itself
5 when released should be accompanied by a document conveying ownership. It is
6 advisable to place stamps or notes in items indicating that they have been
7 deaccessioned, but no attempt should be made to cancel or remove previous
8 ownership marks.

9
10 3. Marks should be applied to all items when they are accepted into the
11 collection. It is dangerous to send unmarked items into storage or a cataloging
12 backlog, where they may remain for years with no indication that the repository
13 owns them. Despite the fact that some items may present extremely difficult and
14 complicated decisions about marking, the process should never be deferred. It is
15 strongly recommended that programs also be instituted to mark retrospectively
16 materials already in the collections.

17
18 4. Care must be taken to ensure that all discrete or removable parts are marked. It
19 is recommended that each separate plate, map, chart, or other such item in a
20 printed volume be marked individually. Volumes of bound manuscripts and
21 collections of individual manuscripts present a similar problem and each discrete
22 item in such collections should also be marked.

23 24 **APPENDIX II**

25 26 **Draft of Model Legislation: Theft and Mutilation of Library Materials**

27
28 The draft of proposed legislation presented below may have to be modified in
29 order to conform with federal and state laws regarding search and seizure. Also,
30 the recourse to civil law that is available to a detained suspect may differ from
31 state to state, and the draft legislation may have to be modified in order to meet
32 such potential challenges. However, the wording of definitions should be
33 adhered to; they have been formulated with the assistance of legal counsel.
34 Nationwide conformity to the definition of essential terminology in criminal
35 legislation is desirable.

36 37 **Declaration of purpose**

38
39 Because of the rising incidence of library theft and mutilation of library materials,
40 libraries are suffering serious losses of books and other library property. In order
41 to assure that research materials are available for public use, it is the policy of
42 this state to provide libraries and their employees and agents with legal
43 protection to ensure security for their collections. It is the policy of this state to
44 affirm that local, state, and federal prosecution of crimes affecting books or other
45 library property is executed with the same degree of diligence as is exercised in
46 prosecution of crimes affecting other forms of property. Federal statute
47 pertaining to stolen property is designed not only to implement federal-state
48 cooperation in apprehending and punishing criminals who utilize, or cause to be

1 utilized, channels of interstate commerce for transportation of property of which
2 the owner has been wrongfully deprived, but also to deter original theft.

3 4 Definition of terms

5
6 Library: means any public library; any library of an educational, benevolent,
7 hereditary, historical, or eleemosynary institution, organization, or society; any
8 museum; any repository of public or institutional records.

9 Property: means any book, plate, picture, photograph, print, painting, drawing,
10 map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter,
11 public record, microform, sound recording, audiovisual material in any format,
12 magnetic or other tape, catalog card or catalog record, electronic data processing
13 record, artifact, or other documentary, written, or printed materials, or
14 equipment, regardless of physical form or characteristics, belonging to, on loan
15 to, or otherwise in the custody of a library.

16 17 Proposed wording

18 19 Section I.a.

20 Any person who willfully, maliciously, or wantonly writes upon, injures,
21 defaces, tears, cuts, mutilates, or destroys any book, document, or other library
22 property belonging to, on loan to, or otherwise in the custody of a library is
23 guilty of a crime.

24 25 Section I.b.

26 The willful concealment of a book or other library property upon the person or
27 among the belongings of the person or concealed upon the person or among the
28 belongings of another while still on the premises of a library shall be considered
29 prima facie evidence of intent to commit larceny thereof.

30 31 Section I.c.

32 The willful removal of a book or other library property in contravention of
33 library regulations shall be considered prima facie evidence of intent to commit
34 larceny thereof.

35 36 Section I.d.

37 The willful alteration or destruction of library ownership records, electronic or
38 card catalog records retained apart from or applied directly to a book or other
39 library property shall be considered prima facie evidence of intent to commit
40 larceny of a book or other library property.

41 42 Section II.a.

43 An adult agent or employee of a library or that library's parent institution,
44 whether or not that employee or agent is part of a security force, who has
45 reasonable grounds to suspect that a person committed, was committing, or was
46 attempting to commit the acts described in Section I may detain the suspect.
47 Immediately upon detention, the library employee shall identify himself/herself
48 and state the reason for his/her action. If, after the initial confrontation with the
49 suspect, the adult agent or library employee has reasonable grounds to believe

1 that at the time of detention that the person committed, was committing, or was
2 attempting to commit the crimes set forth in Section I, said employee or agent
3 may detain such a person for a time sufficient to summon a peace officer to the
4 library. Said detention must be accomplished in a reasonable manner without
5 unreasonable restraints or excessive force and may take place only on the
6 premises of the library where the alleged crime occurred. Library premises
7 include the interior of a building, structure, or other enclosure in which a library
8 facility is located; the exterior appurtenances to such building structure, or other
9 enclosure; and the land on which such building, structure, or other enclosure is
10 located. Any person so detained by an employee or agent of a library shall
11 promptly be asked to identify himself/herself by name and address. Once placed
12 under detention, the suspect shall not be required to provide any other
13 information nor shall any written and/or signed statement be elicited from the
14 suspect until a police officer has taken the suspect into custody. The said
15 employee or agent may, however, examine said property which the employee or
16 agent has reasonable grounds to believe was unlawfully taken as set forth in
17 Section I.b and/or I.c, or injured or destroyed as set forth in Section I.a and/or
18 I.d. Should the detained suspect refuse to surrender the item for examination, a
19 search may be made only of packages, shopping bags, handbags, or other
20 property in the immediate possession of the person detained; no clothing worn
21 by the suspect may be searched.

22
23 The activation of an electronic article surveillance device as a result of a person
24 exiting the premises or an area within the premises of a library where an
25 electronic article surveillance device is located shall constitute probable cause for
26 the detention of such person by such library or agent or employee of the library,
27 provided that such person is detained only in a reasonable manner and only for
28 such time as is necessary for an inquiry into the circumstances surrounding the
29 activation of the device, and provided that clear and visible notice is posted at
30 each exit and location within the premises where such device is located
31 indicating the presence of an anti-theft device. For purposes of this section,
32 "electronic article surveillance device" means an electronic device designed and
33 operated for the purpose of detecting the removal from the premises or a
34 protected area within such premises, of any specially marked or tagged book or
35 other library property.

36 37 Section II.b.

38 For the purposes of Section II.a, "reasonable grounds" shall include, but not be
39 limited to, knowledge that a person has concealed or injured a book or other
40 library property while on the premises of the library or the inability of the
41 suspect to produce the library material for which there is a document proving
42 that person had used but had not returned said material.

43 44 Section II.c.

45 In detaining a person who the employee or agent of the library has reasonable
46 grounds to believe has committed, was committing, or was attempting to commit
47 any of the crimes set forth in Section I, the said employee or agent may use a
48 reasonable amount of non-deadly force when and only when such force is

1 necessary to protect the employee or agent or to prevent the escape of the person
2 being detained or the loss of the library's property.

3
4 Section III.

5 An adult agent or employee of a library who stops, detains, and/or causes the
6 arrest of any person pursuant to Section II shall not be held civilly liable for false
7 arrest, false imprisonment, unlawful detention, assault, battery, defamation of
8 character, malicious prosecution, or invasion of civil rights of the person
9 stopped, detained, and/or arrested, provided that in stopping, detaining, or
10 causing the arrest of the person, the adult agent or employee had at the time of
11 the stopping, detention, or arrest reasonable grounds to believe that the person
12 had committed, was committing, or was attempting to commit any of the crimes
13 set forth in Section I.

14
15 Section IV.

16 The fair market value of property affected by crimes set forth in Section I
17 determines the class of offense: value under \$500 constitutes a misdemeanor;
18 \$500-\$5,000 a Class I felony; above \$5,000, a Class II felony.

19
20 The aggregate value of all property referred to in a single indictment shall
21 constitute the value thereof.

22
23 Section V.

24 A copy or abstract of this act shall be posted and prominently displayed in all
25 libraries.

26
27 Section VI.

28 This act shall take effect upon passage.
29
30

31 **APPENDIX III**
32 **Resources Directory**

33
34 [Editorial note: following approval of the Guidelines, it is anticipated that
35 this appendix will be moved to the RBMS Security Committee web site,
36 where it can be maintained and updated; it is believed to be current as of
37 January 2009]

38
39 Section I: Publications:

40
41 ACRL Code of Ethics for Special Collections Librarians (2003).

42 http://www.rbms.info/standards/code_of_ethics.shtml.

43
44 Association of College and Research Libraries. Guidelines on the Selection and
45 Transfer of Materials from General Collections to Special Collections (2008).

46 <http://www.ala.org/ala/acrl/acrlstandards/selecttransfer.cfm>.

47

1 Association of College & Research Libraries. Guidelines for the Interlibrary Loan
2 of Rare and Unique Materials.
3 <http://www.ala.org/ala/acrl/acrlstandards/rareguidelines.cfm>

4 Association of College and Research Libraries. Guidelines for Borrowing and
5 Lending Special Collections Materials for Exhibition (2005).
6 <http://www.ala.org/ala/acrl/acrlstandards/borrowguide.cfm>

7 Society of American Archivists. *Libraries and Archives: An Overview of Risk and*
8 *Loss Prevention* (1994)

9
10 Society of American Archivists. *Protecting Your Collections: A Manual of Archival*
11 *Security* (1995).

12
13 American Library Association Map and Geography Round Table. *Map Collection*
14 *Security Guidelines* Current draft (2007) at:
15 <http://www.ala.org/ala/magert/MapSecurityGuidelines2007.pdf>

16
17 Thefts of Early Maps and Books. <http://www.maphistory.info/thefts.html>

18
19 Section II: Other Resources:

20
21 International Association of Professional Security Consultants
22 <http://www.iapsc.org> . Tel: 949-640-9918; fax 949-640-9911.
23 Includes listing of professional security consultants with varying areas of
24 expertise. Members of the organization cannot sell anything or represent any
25 security firm.

26
27 Archives and Security Bibliography (Draft)
28 [http://www.archives.gov/research/alic/reference/archives-](http://www.archives.gov/research/alic/reference/archives-resources/security.html)
29 [resources/security.html](http://www.archives.gov/research/alic/reference/archives-resources/security.html)

30 This document, dated 6/27/02, is attributed to Nicole Gordon of the Office of
31 Regional Records Services. The page is contained within the website for the
32 Archives Library Information Center
33 (<http://www.archives.gov/research/alic/>), and is part of NARA
34 (<http://www.archives.gov/>).

35
36 ACRL/RBMS Security Committee.
37 <http://www.rbms.info/committees/security/index/shtml>
38 Current chair: Richard Oram roram@mail.utexas.edu

39
40 Exlibris electronic discussion list: exlibris-l@indiana.edu; subscribe at
41 listserv@listserv.indiana.edu
42 Posting by subscribers only. Extensive web archives that include security topics
43 available at <http://palimpsest.stanford.edu/byform/mailling-lists/exlibris/>. For
44 further information, contact moderator Everett Wilkie at: ewilkie@ix.netcom.com

45
46 Archives & Archivists Electronic Discussion list.

1 Often includes discussions about library security. Archives are available at
2 <http://forums.archivists.org/read/?forum=archives> (September 2006 to present)
3 and <http://listserv.muohio.edu/archives/archives.html> (April 1993 to
4 September 2006) . Address for posting is archives@forums.archivists.org.
5 Subscription address is
6 http://www.archivists.org/listservs/arch_listserv_terms.asp
7

8 Federal Bureau of Investigation, Art Theft Program.
9 <http://www.fbi.gov/hq/cid/arttheft/arttheft.htm>
10

11 Los Angeles Police Dept. Art Theft Detail.
12 http://www.lapdonline.org/art_theft_detail
13

14 Saving Antiquities for Everyone (SAFE). Sponsors occasional conferences on
15 stolen rare books. <http://www.savingantiquities.org>
16

17 Section III: Secret Marking Technology

18

19 For more information about several of the currently available secret marking
20 technologies, see the following web sites.
21

22 Microembossers: <http://www.microstampusa.com>
23 Microtaggants: <http://www.microtracesolutions.com/915.htm>
24 Microdots: <http://www.datadotdna.com>
25

26 Section IV: Addresses for Reporting Thefts

27

28 Antiquarian Booksellers Association of America, 20 West 44th St., 4th floor, New
29 York, NY 10035-6604. 212-944-8291; (fax) 212-944-8293; email: hq@abaa.com. The
30 ABAA circulates reports of thefts through its electronic discussion list and
31 maintains a stolen books database with a report form at
32 http://www.abaa.org/books/abaa/databases/stolen_search.html
33

34 ACRL/RBMS Security Committee. See contact information provided above.
35

36 Art Loss Register. For-profit database with charge for listing and searching
37 entries (unless these are submitted through Interpol). <http://www.artloss.com/>
38

39 DeRicci Project: dericci@aol.com (for pre-1600 manuscripts only)
40

41 International League of Antiquarian Booksellers (ILAB). Send theft reports and
42 requests for database searches to: security@ilab-lila.com (Reporting and
43 searching limited to members).
44

45 International Antiquarian Mapsellers Association "Missing and Stolen Map
46 Database": <http://www.missingmaps.info>. This is open to the public, but use of
47 the report form does require site registration.
48

1 Interpol. Investigates international thefts of cultural property. Submit reports via
2 Interpol liaison at state or provincial level or via F.B.I.
3 <http://www.interpol.int/Public/WorkOfArt/Default.asp>

4
5 Library Security Officers List. Susan Allen, moderator. Closed non-discussion
6 electronic list for theft reporting and limited to library security officers only. For
7 information contact the owner at: sallen@getty.edu

8
9 Museum Security Network. <http://www.museum-security.org/wordpress/>.
10 Reporting address: securma@pop.xs4all.nl. Moderator Ton Cremers: museum-security@museum-security.org

11
12
13 Professional Autograph Dealers Association. c/o Catherine Barnes, P.O. Box
14 27782, Philadelphia, PA 19118; email: cb@barnesautographs.com; Home page:
15 <http://www.padaweb.org>. 215-247-9240; fax: 215-247-4645

16
17 Society of American Archivists.
18 527 S. Wells, Chicago, IL. 60607.
19 312-922-0140; fax 312-347-1452; email: sfox@archivists.org; home page:
20 <http://www.archivists.org>

21 This organization has several books in print on special collections/archives
22 security. It also has a security-related round table and a discussion list at
23 saasecurity-l@cornell.edu. This list is open only to SAA members, however.

24 25 Section V: Disaster Preparedness

26
27 Smithsonian Institution Staff Disaster Preparedness Procedures, prepared by
28 Office of Risk Management, October 1992, revised, October 1993
29 <http://palimpsest.stanford.edu/bytopic/disasters/>

30
31 Northeast Document Conservation Center
32 100 Brickstone Square, Andover, MA 01810-1494
33 978-470-1010; fax 978-475-6021
34 <http://www.nedcc.org/home.php>

35 They maintain a "Disaster Assistance" services page at:
36 <http://nedcc.org/services/disaster.php>

37 38 **About the Guidelines**

39
40 This version was completed by the RBMS Security Committee in 2008 and was
41 approved by ACRL in 2009. It replaces separate "Guidelines for the Security of
42 Rare Books, Manuscripts, and Other Special Collections" and "Guidelines
43 Regarding Thefts in Libraries."
44