

Abandoned Property

This guideline outlines management of personal items and property left in a library if abandoned or unclaimed.

Any item deemed abandoned or unclaimed will be assessed and addressed according to the type of item and if identification is prominent.

Unattended bags or luggage

Unattended bags or luggage represents a significant safety concern and may be removed from public areas. Abandoned bags or luggage are considered unattended if left for more than 4 hours. The Library reserves the right to check the bags for identification and, if unsure of the origin of the bag, call law enforcement to investigate or dispose of the items.

Time Guidelines

Follow these guidelines for holding then disposing of personal property on Library premises:

Immediate removal >

- Hazardous items in accordance with County procedure
- Perishable or food items
- Personal care items
- Bottles or cups

After 24 hours >

Property left on Library premises overnight including but not limited to bags, suitcases, bicycles, strollers, or other vehicle, unless deemed suspicious, will be turned over to law enforcement or disposed of if unclaimed or lacking identification.

After 7 days >

Valuables such as wallets, jewelry, and cell phones are secured for patron pick up or turned over to law enforcement
Clothing, empty backpacks, bike helmets, sports equipment, etc. are donated to charity or thrift stores or disposed of

After 30 days >

- Papers/USB drives are destroyed or shredded
- Membership cards, letters, or mail are shredded
- Cash will be donated to Friends of the Library

Note: Attempt to reunite any item with a clearly identified patron if the contact information is readily accessible.

In the case of a government or bank issued document, if reuniting with the patron is not possible, mail the document to the issuing entity or, if available, follow procedures from the issuing authority as to proper disposition.

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