

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **UNATTENDED BELONGINGS**

Purpose: To provide a safe, clean and comfortable environment on library property, the library staff will monitor unattended belongings/packages left in the library or on library premises.

Procedure:

1. Patrons are not to leave belongings unattended while using the library. Property should be within sight of the owner at all times. The library staff is not responsible for any unattended items.
2. Unattended belongings are subject to removal. The atrium will be cleared out each morning before the library opens.
3. Small items will be placed in the lost and found and dated. Examples are jump drives, electronics, wallets, id's or library cards. Large items will be disposed of within 24 hours. Examples of large items are suitcases, duffle bags, sleeping bags, etc. Hazardous materials, food and drinks will be disposed of immediately.
4. If any unattended belongings appear to be suspicious or threatening, staff will notify the police.

Date created: 12 November 2019

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By: Ottumwa Public Library Board of Trustees