



Public Library System

Unattended Belongings

Policy Statement:

To maintain a safe environment in all library facilities, Library staff will monitor unattended belongings/packages left in the Library or on Library premises.

Regulations:

1. Customers are not to leave belongings unattended while using the Library.
2. Unattended belongings will be removed after a certain period of time.
3. If customers need to leave belongings for a short period of time, they should place a placard (available from staff) on belongings to indicate that they will return shortly. (See attached placard – Page 3)

Procedures:

A. Unattended belongings (backpacks, purses, wallets, personal items):

1. Library staff will approach all unattended items with caution.
2. Library staff are not to open any package, letter or personal belonging found in the Library.
3. Library staff will alert the Librarian in Charge and call 911 if any unattended belongings appear to be suspicious or threatening.
4. If items do not appear to be suspicious and are not claimed within an hour, the items will be placed in the Library's Lost & Found. If the items are perishable, they will be thrown in the trash.

B. Unexpected items found in or delivered to the Library (sealed boxes, mail, packages):

1. Approach with caution
2. Check item for following:
 - a. foreign mail, air mail and special delivery markings
 - b. restrictive markings such as “confidential” or “personal”
 - c. excessive postage
 - d. handwritten or poorly typed address
 - e. incorrect titles
 - f. misspelling of common words
 - g. oily stains or discoloration on package
 - h. excessive tape or string
 - i. visual distractions
 - j. no return address
 - k. leaking fluids, powders, or granular substances
3. If the item is open, or if the circumstances in which the item is found are unusual or suspicious, or if a threat is suspected or identified:
 - a. limit exposure – isolate the package and don’t handle it
 - b. evacuate the area if deemed an immediate hazard to surrounding staff/customers
 - c. Call 911
 - d. If you handled the package, wash your hands with soap and warm water.
4. If the item is an unopened letter or package addressed to City staff, Library staff will place the item(s) in the interoffice mail crate with a note that the item(s) was found unattended in the Library. Library staff will call the police to inspect the item(s) if staff is uncomfortable moving the item(s) into the interoffice mail crate.
5. If the item is an unopened letter or package addressed to a member of the public, Library staff will place the item in the Lost & Found or call the police to have it inspected.

Guidelines:

1. Library staff will be aware of the public and their belongings while in the Library.
2. Library staff will use own judgment when determining if a package is suspicious.



Materials in Use

CU/DF-BO-CIBOF1208



FINISHED - Please Re-Shelve