

## Administrative Rules

### Rule 1.4.4 – Abandoned Property

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**A. PURPOSE:**

Establish guidelines and procedures for handling Library customers' personal lost and found items or abandoned property.

**B. OBJECTIVE:**

The Library follows the rules, regulations and procedures for the collection, notification, disbursement, and/or discarding of items lost or abandoned by customers.

The following only apply to only those personal items found on Library premises and do not apply to personal items or abandoned property beyond Library premises.

**C. RULES & REGULATIONS:**

While in the Library or on Library premises, customers are expected to keep their belongings with them at all times. The Library or Library staff is not responsible for Library customers' personal items or property.

When property or personal items are abandoned by a customer, a reasonable attempt will be made to return it to its owner if the owner can be easily determined. The owner needs to satisfactorily identify the property or personal item before it is returned.

Staff members are not allowed to claim and/or obtain abandoned property left on Library premises.

**D. PROCEDURES:**

If items are not claimed in 30 days, they are disposed of by the following means:

- Papers and/or USB drives with personal information such as name, address, phone numbers, birth date, and/or social security number are shredded or destroyed.
- Credit cards, checks or other types of cash cards or membership cards are shredded. Actual cash is donated to the Deschutes Public Library Foundation.
- Valuables such as wallets, expensive jewelry or cell phones are secured for customer pick-up or given to local law enforcement.
- Salvageable items such as clothing, empty backpacks, bike helmets, sports equipment, etc. are donated to a local charity or thrift store.

Items that are attended to or disposed of within 24 to 48 hours include:

- Property left on Library premises overnight, including but not limited to, bicycles, strollers, or vehicles, will be removed and turned over to the local police or authorities.

Perishable or hazardous items are discarded or disposed of immediately.

**E. PROCEDURES UNDER COVID:**

Under COVID-19 or other epidemic and/or pandemic precautions as directed by state, county, or library authorities, the following supersedes the above procedure.

With staff using appropriate PPE and handwashing/sanitizing techniques as outlined by health authorities all found items will be disposed of immediately ( with the exception of valuables – see below)

- Papers and/or USB drives with personal information such as name, address, phone numbers, birth date, and/or social security number are shredded or destroyed.
- Credit cards, checks or other types of cash cards or membership cards are shredded.
- Actual cash will be placed in plastic bag & quarantined for 72 hours and then donated to the Deschutes Public Library Foundation.
- Valuables such as wallets, expensive jewelry or cell phones are to be placed in plastic bag, secured for customer pick-up if able to contact, otherwise law enforcement will be contacted within 24 hours.
- All other found items, such as clothing, water bottles, empty backpacks, bike helmets, sports equipment, etc. will be thrown away immediately.
- Property left on Library premises overnight, including but not limited to, bicycles, strollers, or vehicles, will be removed & thrown away or turned over to the local police or authorities.
- Perishable or hazardous items continue to be discarded or disposed of immediately.