

Administrative Rules

Rule 1.4.4 – Abandoned Property

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Approved: 7-17-2023

I. OBJECTIVE:

The Deschutes Public Library (DPL) requires customers to keep their belongings with them at all times while in library buildings or on library premises. DPL regularly monitors for abandoned property or personal items left or found on Library premises and follows established procedures listed in this policy.

II. RULES & REGULATIONS:

DPL or DPL staff are not responsible for 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 before the day's closing. The owner needs to satisfactorily identify the property or personal item before it is returned.

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

III. PROCEDURES:

- 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.
- Perishable or hazardous items are disposed of immediately when discovered.
- Other abandoned items, such as but not limited to, clothing, water bottles, empty backpacks, bike helmets, sports equipment, etc. will be discarded immediately when discovered.
- Credit cards, checks or other types of cash cards or membership cards are shredded. Cash is donated to the Deschutes Public Library Foundation.
- Valuables such as wallets or cell phones are secured for 24 hours. If unclaimed, reasonable attempt to remand valuables to local law enforcement will be made.
- Abandoned property left on Library premises overnight, including but not limited to, bicycles, strollers, skateboards, or vehicles will be discarded or reported to the local law enforcement or other authorities.