



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Lost and Found Policy

SECTION: Administration

BOARD APPROVED: 11-28-2022

STATEMENT OF POLICY:

The Altadena Library District is not responsible for personal items brought onto Library property. It is the responsibility of patrons to always stay in sight of and keep track of all personal belongings.

- Found items will be held for 30 days and any items not claimed within this time will be discarded. As a courtesy to our patrons, the Library staff may make a reasonable attempt to determine and contact the owner.
- Valuable items including, laptops and cell phones will be discarded at an e-waste recycling event.
- Perishable items, such as, but not limited to food, disposable beverage containers and personal care items will be disposed of immediately. Belongings that are contaminated with human waste, body fluids, give off unpleasant odor, or appear to be unsanitary or hazardous are to be disposed of immediately.
- Large unattended items left anywhere on Library property that may obstruct entrances/exits or block usage of public spaces will be removed by staff. If unclaimed, property will be disposed of after 30 days of being found.
- Any items found to be illegal or dangerous (weapon, chemicals, etc.) should not be handled. Patrons should notify Library staff immediately.
- If an item suspected of being an explosive device is found anywhere on the premises, staff will call 911 and make sure to keep staff and community members away from the object.



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Patrons Recovering a Lost Item

To ensure lost items are returned to the rightful owner, a person claiming items must satisfactorily describe their lost items. A person must provide identification if a name is listed on the item.