

Unattended Items Policy

Portage County Public Library

The Portage County Public Library is not responsible for the security of items brought into any Library facility.

Unattended items are managed in accordance with the following guidelines:

Definition: Unattended items are items not in any person's visible possession for two or more consecutive hours in one location, including items left at the library at closing time.

- Perishable items, personal care items, tobacco, etc., will be disposed of immediately.
- More valuable personal items such as phones, wallets, purses, credit cards, licenses, etc., that are found inside or outside the library will be placed at the circulation desk. If the item has not been claimed within 24 hours, it will be searched for information that identifies the owner and an attempt will be made to contact the person. Personal items, as described above, with no information to identify the owner, that remain unclaimed, or in which the owner was contacted but does not respond, will be kept for 14 days and then taken to the local Police Department.
- Money will be placed in an envelope and put in the 1st floor cash drawer. If not claimed within 7 days, it becomes property of the library.
- Items such as coats, jackets, and other outer wear will be placed in the library lost and found areas now in place at each branch.
- Official documents left in library copy machines and scanners (Wills, marriage licenses, etc.) will be kept in the Library office for 14 days and then taken to the Police Department. If identification on the document allows the library to contact the person listed on the item, an attempt will be made to contact the owner. Copies of official documents will be kept until the end of the next business day and then shredded if unclaimed.
- Backpacks, packages, and other items that do not fall under the category of valuable personal items, that are left within the library will be kept in a secure place for 48 hours and then discarded if not claimed.
- Unattended items found outside of the library such as bags, backpacks, etc., will be disposed of immediately by Portage County Facilities Department.