



## **A.K. Smiley Public Library**

### **Lost and Found Policy**

This policy applies to all material objects left behind or unattended in the Library or on Library premises.

- Smiley Library is not responsible for the security of any personal items brought into the library or onto library premises. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times. The library cannot accept responsibility for theft of or damage to bicycles, whether locked or unlocked, or other property that are brought onto the premises.
- Perishable items left in the library such as food, baby bottles, beverage containers and personal care items will be disposed of immediately.
- Toys and other lower value small items left in the Young Readers Room will be held for three days before being turned over to the Lost and Found receptacle at the Circulation Desk.
- Other lost items discovered elsewhere in the library will be dated and stored for a period of 14 days in the “Lost and Found” receptacle at the Circulation Desk. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed after 14 days will be donated to a local charity such as Family Services or discarded.
- Items that are perceived to have a high value, including but not limited to such items as cell phones, laptops, headphones, DVD players, CD players, radios, credit cards, IDs, purses or wallets shall be given to a Supervisor who will place them in a secure area.
- High value property as described above will be held for 14 days before being donated to a local charity such as Family Services or surrendered to the Redlands Police Department as deemed appropriate by the Library Director or their designee.
- In order to claim a lower value lost item, a patron must satisfactorily describe it to library staff, before showing it to the patron.
- In order to claim a high-value lost item, a patron will be directed to a Supervisor. The Supervisor will ask appropriate questions in order to confirm that the inquiring patron does indeed own the item. These steps may include asking the patron to describe the item in detail, before showing it to the patron.
- If staff or supervisors believe that an inquiring patron has satisfactorily identified a lost item, they will direct the patron to fill out the “Lost Item Return Form” and then return the item to the patron.

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