



Personal Belongings Policy

BOARD POLICY

Pikes Peak Library District (PPLD) welcomes every member of the community to use and enjoy the Library's facilities, collections, programs, and services. The Personal Belongings Policy ensures that a safe and welcoming environment is provided for all patrons and enables the Library to carry out its mission.

The Policy applies both inside our facilities and outside on Library property. The Library is not responsible for lost or stolen personal items.

Library users are expected to keep:

- Access to resources available to all users.
- Walkways and exits open and clear for everyone's safety.
- Personal belongings with them at all times, except in designated areas.

DISTRICT PROCEDURES

- A. The Personal Belongings Policy applies to all patrons. Parents, guardians, or designated care givers are responsible for children's personal safety and their belongings.
- B. Library staff will intervene to ensure that personal belongings comply with access and safety measures. Failure to comply may result in suspension.
- C. Any item may be disallowed if staff determines it is a potential health or safety risk for staff or other visitors.
- D. The following are not permitted in the Library. Examples include but are not limited to:
 - Restricting access to furniture, shelving, or computers by placing belongings on or in front of resources.
 - Spreading out personal belongings unrelated to the use of Library services.
 - Shopping carts, bicycles, wagons, trash cans, and uncontained bedding.
- E. Lost and Found Procedures:

PPLD and its employees are not responsible for the security of personal items brought into any library facility. Patrons are expected to maintain their belongings and keep them within their sight. This includes valuables such as wallets, purses, cell phones, and laptops.

Property Found Inside Library Facilities:

All found property will be logged and stored by Library staff or Security Officers. A reasonable attempt will be made to return lost property to the proper owner. After a specified time, all items will be donated, destroyed, or turned over to Colorado Springs Police Department (CSPD).

- High value items, such as wallets, cell phones, and legal documents, will be retained for 30 days.
- Other items, such as water bottles and clothing, will be held for 10 days at the Library where they were found.
- Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.

Property Left Unattended Outside of Library Facilities:

- In order to maintain the safety of patrons and staff, clean and attractive library grounds, and unobstructed access to library entrances, PPLD does not allow individuals to leave personal items on Library grounds. (Bicycles, which are left in the provided bicycle racks while patrons or staff are inside the facility, are exempt from this provision.)
- Items left on Library grounds are subject to disposal by Library staff. Items left on public right of ways and sidewalks are subject to disposal by CSPD.
- Library staff will not typically open backpacks and other similar items left outside in an attempt to determine ownership or whether valuables are contained therein.
- Items found on Library grounds will be stored for 48 hours from time of pickup, and then are subject to disposal. Persons who have questions about items left outside of library facilities should contact the Library security staff, who will inform them if the items are currently in the Library's possession. PPLD has no authority over items picked up by CSPD and can only provide the non-emergency contact of (719) 444-7744.
- Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.
- Items left in a designated storage area will be disposed of after the library's closure for the day.