



The Cañon City Public Library



Personal Belongings Policy

Library Policy

Cañon City Public Library (CCPL) 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 (City) property. The Library is not responsible for lost or stolen personal items.

Library users are expected to keep:

- Walkways and exits open and clear.
- Personal belongings with them at all times, except in designated areas

Library 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 be subject to a one-day removal or loss of Library privileges.
- C. Any item may be disallowed if staff determines it poses potential health or safety risk for staff or other visitors.
- D. The following are not permitted in or outside of 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
 - Sitting or lying on any exterior walkway
 - Spreading out personal belongings unrelated to the use of Library services
 - Uncontained bedding
 - Shopping carts, bicycles, strollers, wagons, and trash cans
 - Patrons are permitted to transport children, Library materials, and supplies for meetings in wheeled carts, strollers, or wagons.
- E. Lost and Found Procedures

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

Property Found Inside Library Facilities:

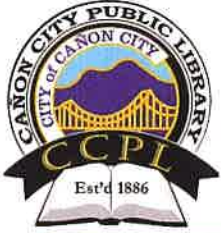
All found property will be logged by Library staff and stored at the greeter's desk. A reasonable

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 Cañon City Police Department.

- High value items, such as wallets, cell phones, and legal documents, will be retained for 30 days.
- Items such as water bottles will be held for 24 hours. Clothing will be held for 10 days.
- Items identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.

Property Left Unattended Outside of Library Facilities:

- To maintain the safety of patrons and staff, clean and attractive Library grounds, and unobstructed access to the Library entrance, CCPL does not allow individuals to leave personal items on Library grounds.
- Items left on Library grounds are subject to disposal by library staff or City of Cañon City Parks Department. Items left on public right of ways and sidewalks are subject to disposal as well.
- 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 identified as trash, hazardous, or perishable will not be stored and will be disposed of immediately.



The Canon City Public Library



Personal Belongings Policy

Ryan Stevens 5/17/24
Ryan Stevens, City Administrator Date

Susan C. Hitt 05-28-24
Sue Hitt, Library/Museum Board Chair Date