

Southern Peaks Public Library  
423 Fourth Street  
Alamosa, CO 81101

### Lost and Found

The library is not responsible for personal items left in the library or on the library premises. When a member of the public leaves an item, a reasonable attempt will be made to return the lost item to its owner.

- In most cases, items that are lost and found in the library or turned in to library personnel by the public are held for four weeks, at which time they will be disposed of.
- Hazardous and perishable items are discarded immediately.
- For items that are believed to be illegal in nature, staff will contact the Police Department for assistance.
- Items of obvious value, including (but not limited to) wallets, cellular phones, jewelry, cash, and credit cards are held in a secure location.
- If the owner of the item can be determined, staff will attempt to contact the owner in a timely manner.
- If the owner of a lost and found item visits the library and satisfactorily identifies the item, the item will be returned to them.
- If items are not claimed in a timely manner, they will be disposed of by the Library Director or Head Librarian by being discarded, turned over to the Police Department, or donated to charity, as appropriate.
- Bicycles that are chained to the bike rack for longer than five days will be removed and turned over to the Police Department.

Approved by Library Board of Trustees  
July 28, 2009