



Policy No.: GVL-010
Approved Date: 06/05/2018
Revised Date:

GOLETA VALLEY LIBRARY LOST & FOUND POLICY

PURPOSE

The following procedures shall be followed in handling temporarily lost or intentionally abandoned property found at City facilities or on Library grounds in a manner consistent with state law, in particular, Chapter 4 of Title 6, Part 2 of Division 3 of the California Civil Code (2080-2080.10).

ABANDONED PROPERTY

Items found in the City's Library facilities or on Library grounds that have no apparent value shall be considered to be abandoned. This includes soiled, damaged, or vermin-infested personal items such as clothing or sleeping bags, perishable items such as food, or items, including toys, which are worn, broken, and unusable.

An exception to this rule is that backpacks, purses, wallets, or other objects containing personal documents are not to be considered abandoned unless they are heavily damaged or soiled. These items shall be considered Found Property of Value as defined below.

DISPOSITION OF ABANDONED PROPERTY

Abandoned Property will be discarded after one day in accordance with state Civil Code section 2080.7. Abandoned property shall be stored in a container at the Library until the next day, when the contents may be discarded.

FOUND PROPERTY

Property of any apparent value discovered in Library facilities or on Library grounds shall be considered found property.

PROCEDURES FOR DOCUMENTING AND STORING FOUND PROPERTY

1. City staff shall make all reasonable efforts to contact the owner of the found property.
2. City staff will check the Lost Property Log to see if the item has been reported lost. If so, the reporting party will be contacted if the item has been previously reported as lost (see Procedures for Lost Property Reporting below).
3. If it has not been reported lost, staff will add the item to the Found Property Log and complete a Found Property Tag and attach it to the item and place it in a storage bag if necessary.

4. A tracking number consisting of the date and a sequential number shall be added to both the tag and the Found Property Log. For example: 4-4-2018-1, 4-4-2018-2, etc.
5. Found property will be stored at a designated location at the Library if it appears to be worth less than \$50.
6. Found property which appears to be worth \$50 or more (Found Property of Value) shall be transported by a City employee to the law enforcement facility of the local jurisdiction for safekeeping in accordance with the requirements of state Civil Code section 2080.1. All cell phones, keys, wallets, purses, and back packs shall be considered Found Property of Value unless heavily damaged or soiled.
7. The designated City staff transporting found items to the local law enforcement facility will record the case number assigned to the item by the receiving officer and will add it to the Found Property Log entry for that item.

Santa Barbara County Sheriff's Department

Main Station

4434 Calle Real

Santa Barbara, California 93117

(805) 681-4100

Disposition of Unclaimed Found Property (item appears to be less than \$50 value)

1. Found property which appears to be worth less than \$50 will be stored at the Library for a minimum of thirty (30) days.
2. After thirty (30) days, such unclaimed property will be discarded.
3. Final disposition of such unclaimed property will be recorded on the Found Property log, along with the name, date, and signature of the authorizing staff person.

Procedures for Lost Property Reporting

1. When patrons report a lost item, staff will check the designated storage location for lost property and the Found Property Log.
2. If the reported item is not present, the staff member will enter the item in the Lost Property Log, noting date reported, property description, owner's name and phone number.
3. If property is found on the Log, and is stored at the Library, staff will complete releasing procedure below.
4. If property is found in the Log, but has been sent to the local law enforcement agency for storage, patron will be directed to contact that agency.

Procedures for Releasing Found Property

1. Claimant will provide a description of the property or other proof of ownership.
2. Claimant will provide identification. In the case of minors without identification, a parent or guardian shall provide identification.
3. City staff will enter the following information in the Found Property Log:
 - a. Describe the final disposition (released to owner).
 - b. Record the name and phone number of claimant.

- c. Obtain signature of claimant in appropriate space.
- d. Staff person authorizing release will fill in their name, then date and sign the Found Property Log.