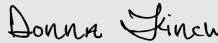




Administrative Policy

Title: STUDY ROOM USE AND LOST AND FOUND				
Administered By: Community Services Department (Library Division)				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
06200.005	05/26/99	09/23/25	Signed by:  B730935CBF724T4...	DocuSigned by:  8CB6AE0095944B4...

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to address use of the Library study rooms and lost and found items at the Library.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 06200.001 (Library Operations Policy) administered by the Library & Recreation Services Department (Library)

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

NONE

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all employees of the Community Services Department Library Division and all users of the Corona Public Library. All such employees and users shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City employees under their authority.

Section 2.3 Exemptions from Scope

None.

ARTICLE III – LIBRARY STUDY ROOMS

Section 3.1 Priority of Use

Six (6) study rooms are available at the Corona Public Library for use by the general public. Use of Library study rooms is free and designed for individual or small group study. The procedures for reserving a study room are designed to allow maximum use, fair distribution, and best maintenance of study room space in the following priority: Adult Reading Assistance tutor/learner pairs, public. Study Room may be used by Corona Public Library card holders only (individuals or groups).

Section 3.2 For-Profit Use of Study Rooms

Study rooms are intended for use by individuals and small groups for civic, cultural, or education objectives. For-profit use is generally prohibited but may be allowed under limited circumstances consistent with the Library's objective of providing a suitable learning environment for research, study, and reading. One example of approved for-profit use is a paid tutor. As stated in the Library Rules of Conduct (Policy No. 06002.003) "Selling or solicitation for the immediate receipt of funds is prohibited on Library property." Study room users will adhere to the Library Rules of Conduct or may lose the privilege of Study Room use. **ARTICLE IV – LOST AND FOUND ITEMS**

Section 4.1 Library Not Responsible

The Library is not responsible for personal items left in the Library by members the public. When an item is left in the Library by the public, a reasonable attempt will be made to return the lost item to its owner.

Section 4.2 Procedures and Guidelines

- A. All found items should be turned into Library Administration, Librarian-in-Charge or Circulation-in-Charge. The items shall be dated and initialed by staff. Items will be stored in the Administration office.
- B. Items in lost and found will be kept for **30** days.
- C. Hazardous and perishable items shall be discarded immediately.
- D. Items of obvious value, including, but not limited to, wallets, cell phones, jewelry, cash, and credit cards, shall be held in a secure location.
- E. If the owner of the item can be determined, staff will attempt to contact the owner in a timely manner.
- F. If the owner of the item visits the Library and satisfactorily identifies the item, the item will be returned to its owner.

PRIOR VERSIONS

ISSUED: [***05-26-99***]
REVISED: [***07-26-22***]
REVISED: [***09-23-25***]