



Theft Policy

Heafey Law Library
Circulation Department

October 2004

THE LIBRARY IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL BELONGINGS

Under no circumstances will the library staff or student assistants agree to keep personal belongings (i.e., Laptops, Backpacks, etc.) for patrons at the service desks. The following are the only exceptions:

1. It is permissible for SCU Law School or SCU related groups or faculty/staff to place materials for distribution at the side of the Circulation Desk counter after seeking approval from Circulation Staff.
2. Written materials to/from instructors, groups or individuals to be picked up by others may be kept for short periods of time at the Circulation Desk.

What Should You Do If You Experience A Loss Of Personal Belongings?

1. Check your surroundings to see if personal belongings were misplaced
2. Check the following locations that have a Lost and Found:
 - Heafey Circulation Desk, 554-4072
 - Benson Information Booth, 554-4000
 - Campus Safety, 554-4441
3. Notify the Access Office in Benson if you lose your Access Card, 551-1647
4. Notify Campus Safety in the Parking Structure to issue a theft report, 551-4441
5. Check back later to see if your belongings were turned in to the Circulation Desk

To Minimize Future Loss Of Personal Belongings:

- ✓ Don't leave any valuables unattended for extended periods of time
- ✓ Don't assume friends or nearby classmates will protect your items
- ✓ Be aware of your surroundings

Notify Circulation Staff immediately if you notice suspicious patrons or activity in the library.