

Unattended Personal Belongings Policy

- Please do not leave personal belongings unattended.
- All library users are responsible for their belongings at all times.
- When leaving a study space or group study room, please take your things with you.
- Do not leave your belongings to reserve a study space.
- Belongings left unattended for more than 30 minutes will be removed to the Information Desk and may be collected there.
- Belongings found while closing the library will be turned over to campus security.
- The ADL is not responsible for loss or damages of personal belongings.
- The ADL has a zero-tolerance policy for any verbal abuse or bad behavior to its staff in case of any dispute over lost, damaged, or missing items.

The Art and Design Library (ADL) is a space for both individual and collaborative learning and enjoyment. Given the shortage of space across the campus, our unique spaces in the ADL are in high demand. With this in mind, responsible use of these spaces and consideration for others is central to being a good citizen of the VCUarts Qatar community.

Belongings left behind in the library, particularly the QSuites and in the group study rooms limit other students from using these learning and studying spaces. All library users must clear spaces of personal belongings before leaving the ADL. This is also understood as a sign of respect for the needs of fellow students who wish to use the library.

Personal belongings and other items left unattended in the ADL for more than 30 minutes are subject to removal by library staff. Before removal, library staff will leave a time-stamped card at the occupied space as a courtesy reminder. If, after 30 minutes the space remains occupied by unattended materials, items will be placed directly in a secure lost and found area by staff and will be retained according to the procedures in place at the Information Desk until the owner picks up the item(s). Hazardous items as well as leftover food and drink that are found will be discarded immediately. Belongings found while closing the library will be turned over to campus security.

Library users should be aware that leaving personal belongings unattended in any public space, including the ADL, is taking a risk of theft. While many students believe the risk to be small, it is real, and such a loss can be devastating.

Library users are responsible for their personal property at all times. The ADL is not responsible for loss or damage of personal belongings. Individual patrons are fully responsible for managing their possessions at all times.

The ADL has a zero-tolerance policy for any verbal abuse or bad behavior toward its staff in case of any dispute over lost, damaged, or missing items.