

Held Items Guidelines

Reviewed December 2020

The Beryl Ivey Library will hold small items (i.e. letters) to be picked up by members of the Brescia community at the request of Brescia Faculty and Staff. Staff or Faculty who make repeated requests for the holding of items may be asked to establish a different process for such pickups. Students are not permitted to submit items to be held at the library.

Each item must include the name of the recipient, date of submission to the library and the date that the item is expected to be retrieved. Library staff reserve the right to request the recipient show photo ID when picking up items.

The items listed below cannot be held at the library. Library users are expected to monitor their belongings at all times.

- Student assignments
- Personal items
- Electronic items
- Food or beverages

The Beryl Ivey Library will not be responsible or liable for items left for pick up. Items not picked up after 30 days will be discarded by library staff.