



# Northport-East Northport Public Library

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185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
[www.nenpl.org](http://www.nenpl.org)

## **UNATTENDED PACKAGE/ITEM POLICY**

The Northport-East Northport Public Library reserves the right to remove an unattended package from the location where it is found and to inspect such package.

When an unattended package/item is discovered, Security should be notified. The Security Guard, together with the Librarian-in-Charge or Administration, may inspect the unattended package/item for any identification which will facilitate the return of the item to its rightful owner. If Security has concerns about the contents of an unattended package/item, they should contact Administration or the Head of Buildings & Grounds.

If an unattended package/item is deemed suspicious, do not hesitate to call the police. If the police are called, the building will need to be evacuated.