

## **Public Services Lost or Abandoned Items**

Henderson Libraries cannot be responsible for lost or abandoned items found in the libraries or on library grounds. Henderson Libraries reserves the right to dispose of lost or abandoned property in any manner deemed appropriate.

Items left unattended will be considered abandoned after 30 minutes.

Potentially hazardous or suspicious items, weapons, or illegal substances will be immediately reported to Henderson Police and given into their custody.

Any items deemed to pose a safety or health concern, or items which are unlikely to be claimed, will be disposed of immediately.

Generally, items that might be claimed by their owners will be held for a minimum of one week in a designated location in each library. Items of value (e.g. wallets with money, credit cards, etc.) and items with identifying personal information will be stored in a secure location.

A reasonable attempt will be made to contact any identifiable owners of found property. If contacted successfully, the owner may be asked to claim the property by a specified time.

If unclaimed after one week, items will be disposed of or destroyed in a manner that ensures they will not be subject to misuse, as follows:

1. Cash will be treated as a donation to the library.
2. ID cards, credit cards, bills, and any other items containing personal information will be destroyed.
3. Items that are eligible for the library's regular recycling programs will be recycled.
4. Items with no value will be put in the trash.

*This document was approved by the Board of Trustees on May 18, 2023. This document is to be filed at the HDPL Administrative Office at 280 S. Green Valley Parkway, Henderson, Nevada 89012.*

*Approved May 21, 2015  
Revised and approved May 18, 2023*