



Lost & Found Policy

The Library urges all patrons to keep their personal belongings with them at all times. The Library cannot be responsible for watching a patron's belongings for them, storing a patron's belongings, or otherwise taking over responsibility for items belonging to a member of the public. In the event that lost items are found in the Library, the following policy applies.

Lost Items

Once a lost item has been found or turned in to the Library, a staff member will sign the item into the Lost & Found log and store it in a safe location. The log is maintained in order to allow staff members to reunite patrons with their lost items. If staff are able to identify the item's owner from its label or contents, they will make every effort to contact that individual as soon as possible.

Patrons wishing to claim a lost item must arrive at the Library in person, and must show identification as well as providing a description of the item to staff before releasing it. Items that contain cash or are estimated to have a value of \$25.00 or more will be verified by a second staff member before being released.

Library staff will keep lost USB drives in the Lost & Found, but may not plug them into staff computers for identification purposes due to the threat of malicious software.

Disposal of Items

Items are held in the Lost & Found for thirty (30) days, after which point they may be disposed of by the Library. Items are disposed of in the following ways:

- Sensitive/Personal documents (legal, medical, financial, etc.) are mailed to the appropriate address on the succeeding list if not claimed by their owners.



- Credit, debit, ATM, and telephone cards are destroyed if not claimed by their owners.
- Cell phones, prescription eyeglasses, and sunglasses are donated local non-profit organizations that provide donation services.
- Identifiable City keys or other property are sent to the Director immediately.
- Damaged, perishable, mismatched, or otherwise unusable items are discarded or recycled.
- All other items are donated to local thrift store deposit locations.