



LOST, FOUND AND UNCLAIMED PROPERTY POLICY (#325)

The Warrenville Public Library District is not responsible for the security of personal items brought into the library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times. The Library is also not responsible for theft or damage to vehicles, bicycles or personal property while on the premises.

Upon discovery of lost property, library staff will make reasonable attempts to contact the owners (to the extent ownership is known with a name, telephone number, or address associated with the property) to reclaim their lost items. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.

Lost and unclaimed items are managed in accordance with the following guidelines:

- Perishable items such as food, beverages and personal care items will be disposed of immediately.
- Due to patron privacy and digital security, library staff will not attempt to access data saved on flash drives to determine ownership.
- Lost and Found items will be labeled, dated and stored for a period of 30 days.
 - Unclaimed types of personal or valuable property, including, but not limited to, unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones, will be forwarded to the Warrenville Police Department.
 - All other unclaimed items will be donated, discarded or destroyed.

Adopted: 3/18/2026