



## **LOST AND FOUND POLICY**

### **PURPOSE**

To describe the handling of lost and found items at the Longview Public Library (LPL)

### **POLICY**

LPL is not responsible for the security of personal items brought into the library or left on library grounds.

If the owner of the lost item satisfactorily identifies the lost item, the item will be returned.

Perishable items such as food and personal care items will be disposed of immediately. Items that create a hazard, oversized, or otherwise problematic will be disposed of at the Director's discretion.

Lost and found items will be dated and stored for a period of fourteen (14) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days becomes LPL property. Unclaimed items will then be donated to charity or discarded.

Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, purses, laptops and cell phones will be forwarded to the Longview Police Department.

Library cards will be attached to patron's application and a note will be put on their record.

Flash drives left in the library will be held for fourteen (14) days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be destroyed.

Documents left in library copy machines will be kept for seven (7) days then shredded.

After fourteen (14) days unclaimed books will be given to the Friends of the Longview Library for use in their sales.

**Recommended for approval: Jacob Cole 06/01/2023**

**Approved by Library Board: 06/12/2023**