

HALF HOLLOW HILLS COMMUNITY LIBRARY

LOST AND FOUND POLICY

1. **Purpose**: This Policy establishes guidelines for the handling and management of lost and found items within the Library.
2. **Definition of Lost and Found Items**: Lost and found items refer to any personal belongings or materials discovered within or upon the building/grounds of the Library that do not belong to the Library's collection or staff. These items may include but are not limited to electronic devices, clothing, bags, jewelry and accessories.
3. **Reporting Lost Items**: Patrons who have lost personal items within or upon the Library building or grounds are encouraged to report such loss to Library staff immediately. They will be asked to provide a description of the lost item, including any distinguishing features or markings, and the date and place lost.
4. **Collection of Found Items**: The Library maintains a designated area for the storage of lost items, where staff shall place discovered items. Staff shall record relevant information such as the date, time, and location where the item was found.
5. **Holding Period**: Lost items will be held in the Library's designated area for a period of 30 days from the date they were found. During this time, patrons who have lost items may claim their belongings by presenting proper identification and describing the lost item accurately. Perishable items, or items with no significant value, will be disposed of in accordance with the Library's regular waste collection.

After 30 days, lost items of value (e.g., electronic devices, jewelry) will be disposed of at the Library's discretion, including donation to local charitable organizations or agencies or sold. Any sale proceeds shall be used to support Library programs and services. At the discretion of Library administration, the Library may hold items with significant value for longer than 30 days.

6. **Responsibility & Disclaimer**: The Library assumes no responsibility for the loss, damage or security of items brought onto the Library premises, or left unattended on Library premises. Patrons shall secure their own belongings at all times.

Adopted by the Board of Trustees on February 26, 2024