



Policy 4.17  
**Lost and Found Property**  
Adopted by the Library Board of Trustees: 06/25/15

Customers often leave their property in the library, then return to attempt to recover it. This policy establishes guidelines and criteria for dealing with these items. This policy applies to all NOLS libraries, facilities, and properties.

**1. Responsibility.** The library is a public venue and personal items are the responsibility of their owners. NOLS is not responsible for personal items left or lost in the library by customers.

Customers are strongly encouraged not to leave personal items unattended at any time. Items that are left unattended may be considered lost items, and will be subject to the provisions of this Lost and Found policy.

**2. Library Handling of Lost and Found Property.** Suspicious items or packages are handled appropriately; law enforcement may be contacted to handle the item. Hazardous and perishable items are discarded immediately. In most other cases, items that are left or lost in the library and or turned in to library personnel by the public are held for two weeks, then disposed of. Lost USB drives and digital devices, which may contain important content, are kept for three months. Items of obvious value, including (but not limited to) wallets, cell phones, jewelry, cash, and credit cards, are held in a secure location.

When an item is lost and found in the library or on library property, a reasonable attempt will be made to return the lost item to its owner. If the owner of the item can be determined, staff will attempt to contact the owner in a timely manner.

**3. Disposal of Unclaimed Lost and Found Property.** If the owner of a Lost and Found item visits the library and satisfactorily describes the item, the item is returned to its owner. In order to reclaim lost items such as credit/debit cards, etc. staff will require that owners present a valid form of identification that matches the name on the lost item.

If lost and found items are not claimed in a timely manner, they are disposed of by being discarded, turned over to the Police Department, or donated to charity, as appropriate. Contents of lost and unclaimed USB drives are deleted prior to disposal of the drive.

Vehicles abandoned on library premises are handled in accordance with Policy 4.16: Public Use of Library Parking Lots.