

Lost & Found Policy Sherwood Public Library

POLICY

This policy establishes guidelines and criteria for dealing with lost and found items. Sherwood Public Library (SPL) and the City of Sherwood are not responsible for personal items left or lost in the library.

BACKGROUND

Patrons and visitors often leave their property in or near the library, then return to attempt to recover it. A lost and found item is defined as an unclaimed object valued at \$10.00 or more, or of obvious intrinsic value, that is not SPL or City of Sherwood property.

REGULATIONS

Patron responsibility:

- Sherwood Public Library is a public venue and personal items are the responsibility of their owners.
- Patrons 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.
- Patrons who can satisfactorily identify their items may claim their items from lost and found.

Lost & Found articles turned in or discovered on the property:

- SPL employees shall make every effort to identify and secure lost and found items.
- An effort shall be made to locate the owner(s). Library staff may access personal belongings, devices and library accounts in order to locate the owner's contact information.
- Library staff do not log or track lost and found items.
- Lost items will be returned to original owner, parent/guardian, or approved designee.
- Employees, volunteers, and patrons may not take personal possession of lost and found items.
- Suspicious items or packages are handled appropriately; law enforcement may be contacted to handle them.
- Hazardous and perishable items are discarded immediately.
- Lost and found items valued at less than \$10 may or may not be retained per the policy regulations, depending on space limitations.

- Lost and found items of obvious value (e.g. wallets, purses, personal identification, bank cards, phones, tablets, laptops) will be held securely for 48 hours and turned over to the Sherwood Police Department if unclaimed. Relevant Police case numbers will be logged.

Unclaimed Lost & Found:

- After 7 days, unclaimed cash, books, movies and music without library or school property labels will be donated to Friends of Sherwood Library.
- After 14 days, unclaimed items with an estimated value of less than \$50 will be given to local charitable agencies or disposed of as appropriate.
- After 30 days, all other unclaimed items, with the exception of USB drives and digital devices, will be given to local charitable agencies or disposed of as appropriate.
- After 90 days, unclaimed USB drives and digital devices, which may contain important content, will be physically destroyed and disposed of, as appropriate. Library staff cannot guarantee the destruction of data.

History

Drafted 7/17/2018

Reviewed by Sherwood Police Department 8/13/2018

Adopted by Library Advisory Board 8/15/2018

Implemented by Library 10/12/2018