

JEFFERSON COUNTY LIBRARY

~~PUBLIC SERVICE POLICY NO.:~~

~~PUB24-002~~

Lost and Found Items Policy

Adopted: 18 September, 2024

The Jefferson County Library is not responsible for the security of items brought into any Library facility. All unclaimed or found items turned in to / discovered by staff will be placed in the Lost and Found area(s) at the respective Library facility with exceptions noted below.

To claim a lost item, one must satisfactorily describe the item to library staff and when the item was likely left in the library. As a courtesy to our visitors, library staff will make a reasonable attempt to determine and contact the rightful owner of lost property if said property contains sufficient identifying information.

- Perishable, personal care, unsanitary, and hazardous items will be disposed of immediately.
- Personal items of value such as phones, wallets, purses, credit cards, licenses, keys, etc., that are found inside or outside the library shall be placed in a secure location. Items unclaimed within 24 hours shall be searched for information that identifies the owner and an attempt shall be made to contact the owner. Personal items with no information to identify the owner that remain unclaimed, or in cases in which the owner was contacted but does not respond, shall be disposed of after 14 days.
- Official documents left in library copy machines and scanners (Wills, marriage licenses, etc.) will be kept in a secure location. If identification on the document allows the library to contact the person listed on the item, an attempt will be made to contact the owner. Original official documents that remain unclaimed will be disposed of after 14 days via a shredder. Copies of official documents will be kept until the end of the next business day and then shredded if unclaimed.
- Money shall be placed in an envelope and kept in a secure location. Those wishing to claim found money must provide sufficient proof of ownership. Money that is not

claimed within 14 days shall be considered library property.

- Backpacks, packages, and other large items that do not fall under the category of valuable personal items and that are not deemed a security risk if left within the library will be kept in a secure place for 48 hours and then discarded if not claimed.
- Unattended items found **outside** of the library such as bags, backpacks, etc., will be disposed of by the Jefferson County Library Facilities Department.