

Pine River Public Library District

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Lost and Found Policy

The Pine River Library is not responsible for any patron's items left behind in the library. Patrons are solely responsible for their own property. All items turned into the staff will be placed in the Library's Lost and Found, which is located in the staff area of the library. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the property if said property contains sufficient identifying information.

The Library recognizes that flash drives or other electronics might contain sensitive and/or personal information.

- The Library may or may not attempt to access the device in order to locate the owner's contact information.
- After 60 days the items will be properly disposed of to protect the owner's privacy.

The Library will display the lost property to the public on a quarterly basis for ten days. If the property is not claimed, it will be disposed of in the manner specified below.

Procedure

1. Staff will make every effort to contact the individual as soon as possible if the item contains Identification.
2. To ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification.
3. Along with the above procedure, any items containing cash, or items with an estimated value of \$100 or more, claimant must sign an acknowledgement of receipt form.

Disposing of Items:

Items are held for 60 days and then disposed of in the following ways:

- Driver's Licenses and other personal documentation will be destroyed if not claimed by the appropriate owner.
- Unclaimed cash will be donated to the Friends of the Library.
- Identification cards (credit, debit, ATM, telephone) will be destroyed if not claimed by the appropriate owner.
- Cell phones will be donated to a non-profit organization that has a cell phone donation program.
- Keys will be discarded
- Damaged items, perishable, or other non-resale items will be discarded or recycled.
- All other items will be taken to a local Thrift Store deposit location. A staff member will organize and pack the items for delivery.

Exception to the 60 days policy:

All items with food content will be disposed of after 7 days.

Presented to the Board, May 2017

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Approved by the Board. June 2017

