

LOST AND FOUND POLICY

The Lincoln Township Public Library is not responsible for the security of personal items brought into the library facility. The library is not responsible for theft or damage to vehicles, bicycles or personal property while on the premises. Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food, baby bottles, beverage containers and personal care items will be disposed of immediately.
- Lost and Found items will be dated and stored for a period of one month. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within 1 month become Library property. Unclaimed items will then be donated to charity or discarded.
- Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, jewelry, and cell phones will be forwarded to the Lincoln Township Police.
- Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the Friends group (or to LTPL in the absence of such a group).
- Loose money in an amount of \$20.00 or more will be retained for a period of one month and then donated to the Friends group, if unclaimed.
- Flash drives left in the library will be held for one month. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After one month, flash drives will be wiped and discarded.
- Documents left in library copy machines and scanners will be kept for 7 days then shredded.
- After one month unclaimed books will be given to the Friends of the Lincoln Township Public Library for use in their book sales.