

Seymour Public Library District

Policy Title: Lost and Found Policy

Policy Number 702

Policy Category: Public Space and Safety

Effective Date: 10/25/2022

Seymour Public Library is not responsible for the security of personal items brought into the library or left on library property. 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.
- 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.
- 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 seven (7) days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within seven (7) days become Library property. Unclaimed items will then be donated to charity or discarded.
- 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 Auburn Police Department if unclaimed.
- Flash drives left in the library will be held for seven (7) days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 7 days, flash drives will be wiped and discarded.
- Documents left in library copy machines and scanners will be kept for 7 days, then shredded.
- After seven (7) days, unclaimed books will be put into circulation, sold or donated to area book sales.

Revision History

Changes	Approved by	Date
Adopted	Board of Trustees	10/25/22