



## **Lost and Found Policy**

The Schuylerville Public Library (the “Library”) is not responsible for the security of personal items brought into the library facility. Unclaimed items that are found or turned into Library staff are managed in accordance with the following guidelines:

- If the owner of a Lost and Found item can be identified, or if a person claims to have lost an item and can satisfactorily identify the item, it will be returned to that person within 30 days.
- Hazardous or perishable items such as food and personal care items will be disposed of immediately.
- Lost and Found items will be dated and stored for a period of 30 days in the library. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within 30 days become Library property.
- After 30 days unclaimed books will be assessed by staff and either added to the library’s collection or placed on the free book shelf for the public.
- If cash in an amount greater than \$19.99 is found, details of its discovery will be logged so that it can be returned to a person who can credibly describe the circumstance of its loss. After 30 days, unclaimed money will be deposited into the library’s account as a donation.
- After 30 days, clothing will be disposed of, or donated to a charity as appropriate.
- Unclaimed identification documents and items, including credit cards, wallets, and laptops will be forwarded to the Saratoga County Sheriff’s Department.
- All other unclaimed items not specified above will be disposed of.
- The Library will maintain a log of all items disposed of or transferred to another entity under this policy.

Approved by the Board of Trustees, January 10, 2017