

Lost and Found Policy

Policy Statement

The Brandon Township Public Library ("Library"), is not responsible for lost items. Patrons are solely responsible for their own property. Further, the Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and always keep track of all personal belongings. The Library will use the following regulations for unattended and lost items:

Definitions

- A. "Contraband" means any property that is prohibited by any law to be owned, carried, concealed, or possessed.
- B. "Hazardous material" means explosives, pyrotechnics, flammable gas, flammable compressed gas, nonflammable compressed gas, flammable liquid, oxidizing material, poisonous gas, poisonous liquid, irritating material, etiologic material, radioactive material, corrosive material, or liquefied petroleum gas.
- C. "Perishable property" means any property subject to quick deterioration or spoilage except when maintained under proper conditions.

General Regulations

- A. Once determined as lost, staff will place any personal items left behind by patrons at the circulation desk.
- B. A comprehensive log of all items will include:
 - 1. Date found
 - 2. Where it was found
 - 3. Whether a person has been contacted
- C. The Library will make a reasonable attempt to determine and contact the rightful owner (to the extent ownership can be determined) so the owner can reclaim the item but only if there is identifying information visible. The Library is under no obligation to open flash drives, computers, or other technology to determine ownership. After 30 days, the Library has the discretion to retain, discard, donate, or otherwise dispose of any unclaimed items (including items that the Police Department returned or refused to accept). Items with confidential information will be shredded if possible.
- D. Patrons may leave their name, contact information, and a description of a lost item with the Library so they can be notified if the item is found. The Library cannot guarantee that any lost items will be found or guarantee that the Library will contact the owner. The owner of the lost item is encouraged to check back periodically in case the item has been found.

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- E. The Library will contact the police immediately regarding any contraband or hazardous items.
- F. The Library is not responsible or liable if lost items are claimed by someone other than the rightful owner.

Specific Item Regulations

- A. Cell Phones The Library will call a number that is listed as a family member or I.C.E. contact, if accessible.
- B. Perishable Items Things such as food and beverage, personal care items, or hazardous items will be disposed of immediately.
- C. Flash Drives If not claimed, drives will be disposed of safely. For security reasons, the Library will not access saved data on flash drives to determine ownership.
- D. Items of High Value (items the Library reasonably believes have a value over \$100.00) Objects such as cameras, cash over \$100.00, cell phones, laptops, purses, jewelry, etc. will be kept in a secure location at the Library. After 30 days, such items will be turned over to the police unless otherwise instructed by the police.
- E. Items of Non-High Value (items the Library reasonably believes have a value under \$100.00) Articles of clothing, notebooks, water bottles, umbrellas, gloves, etc. if unclaimed will be considered either a donation to the Library, a donation to charity, or will be discarded. The Library is not required to appraise or research any specific item to determine value.
- F. Cash If not claimed within 30 days, any nominal amount of found cash (under \$100.00) will be deposited into the Library's donation fund.

Claiming Lost Items:

- A. To claim an item of lost property, the patron must satisfactorily describe the item to the Library staff member, including what day the item was likely left in the Library.
- B. The Library staff member is authorized in their discretion to release an item of lost property if reasonably satisfied of its ownership.
- C. A photo ID must be shown to verify the identity of a patron picking up sensitive information, such as bank cards, wallets, pay stubs, etc.