

## Lost and Found Policy

Though the Brandon Township Public Library, "is not responsible for items that are lost... in or on the grounds of the library" ([Rules of Conduct](#)), this policy outlines the procedure the Library staff will follow with all items found.

1. Staff will place any personal items, such as hats, phones, wallets, glasses, etc., left behind by patrons at the circulation desk.
2. All items will be notated with:
  - Date found
  - Where it was found
  - Whether a person has been contacted
3. For wallets/bags/purses, a manager will look for identification.
  - a. If identification is found, the manager will call to inform patron that their item is being held at the front desk.
  - b. If item has no identification, the item will be held for 30 days.
4. For cell phones, a manager or lead employee will call a number that is listed as a family member or I.C.E. contact, if available.
5. 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.
6. Unclaimed items may be donated to a local thrift shop after 30 days or given to the appropriate authorities.
7. Items with sensitive information will be shredded/recycled/tossed after 30 days.