

## Lost and Abandoned Policy

### 1.0 Purpose:

To address personal property that has been left, mislaid or abandoned by patrons using the library.

### 2.0 Definitions:

### 3.0 Policy:

#### Rules of Use

Upon coming into possession of personal property that has no known owner, library staff shall make reasonable efforts to ascertain the ownership of the property.

If library staff ascertains the owner of lost or abandoned personal property, except a motor vehicle, staff shall give notice, either personally, in writing, or via email to the owner that the property is in the possession of the library, that it may now be reclaimed, and that it will be held for 14 days before being donated to a local community shelter. A description of unidentified items deemed more than a \$10 value will be posted on the library bulletin board for 14 days before the property is donated to local community shelters.

Library staff may immediately dispose of any property that reasonably appears to pose a sanitary or health hazard if stored. The director shall keep a log of all property disposed of for these reasons.

The following lost or abandoned items will be immediately brought to the Nederland Police Station:

Weapons

Medications

Money (more than \$10)

Wallet/Purse

Precious metals or stones

Contraband

Keys

Cell phones, computers and similar electronic devices

Marijuana and controlled substances



# Nederland Community Library District - Policy

Other items of special value or nature.

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4.0 Attachments

5.0 Rev-0-Initial Issue



*Approved by the Board of Trustees on November 14, 2018.*