

APPALACHIAN REGIONAL LIBRARY
Lost & Found Policy and Procedure
Approved 5-15-14

Found items in the library will be immediately labeled with the date and location found and the initials of the staff person who found the item, then taken to the location(s) in the library designated for Lost & Found. Any person inquiring about a lost object should be directed to the designated location(s).

Lost & found items will be kept at the library for 30 days, with the exception of foul-smelling, dangerous, or filthy items, which will be disposed of at the end of the day they are found.

After being held for 30 days, found items become the property of the library. Items appropriate for sale condition will be given to the Friends. Other items will be donated to charity, destroyed, or put in the trash.

Special handling for certain items is required:

- a. Money: put in a sealed envelope and write on it the date, your initials, location found, and the amount. Give to manager on duty who will put in the library safe. If a person asks about found money, ask for information to confirm ownership in as far as possible – when was it lost, where was it lost, what was the amount and in what kind of currency. If no one claims the money within 30 days, the money will be turned over to the library as an anonymous donation.
- b. Wallet or purse: take to the nearest department manager or the manager on duty, who will in the presence of another staff person open the wallet or purse in an attempt to find identification. Try to contact owner of item. Label item with date and location found and the initials of the staff who found it; store in a secure (locked) location. Require owner to identify item if he or she comes or calls to ask for it. After 30 days, destroy sensitive documents or cards, turn over any money to the library as an anonymous donation, and dispose of the wallet or purse as appropriate.
- c. Portable electronic devices, memory devices, floppy disks, CDs, or other removable media: immediately label with the date and place found and the initials of the staff person who found the item, and store in a secure (locked) location. These types of devices might contain sensitive or personal data and may never be sold or given to other patrons, reused by staff, or disposed of in the trash. Such media may only be returned to the rightful owner or disposed of in a secure manner. If not claimed, give to the ARL Technology Coordinator to destroy.
- d. Other items deemed valuable, such as fine jewelry: label with date and location found and initials of staff who found it and store in secure (locked) location. If not claimed in 30 days, call local law enforcement to ask if this item has been reported lost or stolen. If so, turn over to law enforcement. If not, turn over to Friends for sale.