

CHELSEA PUBLIC LIBRARY

UNCLAIMED PROPERTY AND LOST & FOUND POLICY

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I. PURPOSE

The purpose of this Administrative Regulation is to establish policies and procedures for the retention and disposal of unclaimed lost and found items in the Library.

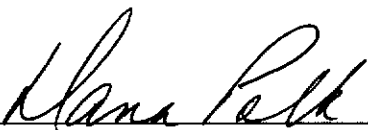
II. POLICY

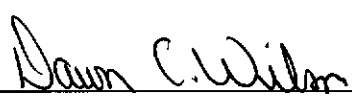
The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones and laptops within their sight at all times.

The Library Director shall be the primary contact for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff shall first attempt to contact the owner when there is a name, telephone number or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the director to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for a minimum of 90 days. Items not claimed after 90 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 10 days, and if unclaimed, transferred to the Chelsea substation of the Shelby County Sheriff's department.

Hazardous or perishable items will be disposed of immediately.

Reviewed by:  3/21/13  
Director Date

Approved by:  3/21/13  
Chair, Board of Library Trustees Date