

MacDonald Public Library Lost and Found Policy

Adopted: January 2024

Next review scheduled: January 2029

Purpose

The purpose of this policy is to establish the manner in which MacDonald Public Library staff should handle personal items located within the library and surrounding property. The Library is not responsible for personal items. When possible, steps will be taken to reunite people with their lost item.

Process

When items are located in the building, staff will fill out a sheet in the lost and found binder. This sheet will include the date, the location in which the item was found, a brief description of the item, information regarding the owner and any attempts to contact them, where the item is placed until it is reunited with the owner, and the staff member's name.

For items with some type of identification on them, staff will try to contact the person. In the instance of a purse or wallet, staff may need to open the personal item to locate the person's name.

Driver's licenses and state identification cards will be sent through the mail if they are unclaimed after 14 days. All other items will be discarded or donated if they are unclaimed after 6 months. Unusual and potentially hazardous items will be handled at the discretion of the Library Director or their designee.