

## Lost and Found Policy

The Itasca Community Library (ICL) maintains a Lost and Found area for property left behind by library patrons. All lost items are held for two weeks. Hazardous and perishable items are discarded immediately. Items of value are held in a secure location.

All attempts are made to determine the owner of lost item and all attempts are made to contact the owner so that item can be claimed. All items of value that are not claimed are taken to Itasca Police Department. All other items that are of less value are donated to local charities.

Board Approved:

Official Policy November 16, 2010