

## **Lost and Found Policy**

Itasca Community Library is not responsible for personal belongings left unattended anywhere on library property.

The purpose of this policy is to provide a uniform process for the storage and disposal of lost and found items at ICL.

- Hazardous and perishable items are discarded immediately.
- Reasonable attempts will be made to reunite the owner with the lost item.
- Two weeks after items are found, items are considered unclaimed and become library property.
- Unclaimed books may be sold at the on-going book sales in the lobbies of each facility or added to the library's collection.
- Unclaimed currency will be added to the general library fund.
- Unclaimed identification documents and items such as electronic devices, credit cards, and wallets will be forwarded to the Itasca Police Department.
- All other items that are of less value are donated to local charities or will be disposed of in a manner determined by the Library Director.

Approved 11/20/2018