



## LOST AND FOUND ITEMS POLICY

The Muhlenberg Community Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

### Requirements & Guidelines

- In most cases, items that are lost and found items will be dated and stored in the Lost and Found box for a period of 1 month. After this period, all unclaimed items become property of the Library and the Library staff will decide the appropriate method of disposal.
- Hazardous and perishable items will be discarded immediately.
- The Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.
- The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.
- If the owner of a Lost and Found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.
- Items of obvious value, including (but not limited to) wallets, cell phones, jewelry, cash, and credit cards, are held in a secure location. In such cases, and whenever library staff deems appropriate, to claim items the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. Additionally, whenever library staff deems appropriate, owners will be required to present a valid form of photo identification matching that of the item in question. This will ensure that items with similar physical characteristics (cell phones, flash drives, etc.) are less likely given to the wrong person.
- The Library recognizes that lost and found flash drives or other electronics might contain sensitive and/or personal information. The Library staff may or may not access the device in order to locate the owner's contact information. The Library assumes that most owners of cell phones, flash drives, etc. would prefer a staff member access this information contained in the device rather than make no attempts to find the owner's contact information.