



Lost and Found Policy

Items left at the Library, with no identification of the owner, including materials left in copy machines, will be labeled with the date when discovered in the Library and stored for seven (7) days in an area designated for lost material(s). Items not claimed after seven (7) days may be discarded or donated to charity where applicable.

During a health emergency and/or infectious disease outbreak, the Library reserves the right to discard materials left at the Library with no identification of owner if doing so is in the best interest of public health and staff and patron safety.

Adopted: April 17, 2019
Revised: May 30, 2020
Reaffirmed; October 21, 2024