

# **BAY COUNTY LIBRARY SYSTEM**

## **LOST & FOUND POLICY**

The library is not responsible for the security of any personal items brought into library facilities or on library grounds. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, tablets, and laptops, within their sight at all times.

Each branch and the bookmobile will maintain a "lost & found" at a secure location to be determined by the Managing Librarian. All items lost and found and considered worth saving will be retained for 30 days. If a lost item contains identification the owner will immediately be notified by telephone, email, or regular mail. When the contact is made by telephone, library staff may leave a message when the owner is not available. When the owner's name is known, unless staff knows the owner by sight the person picking up the item(s) will be required to show identification verifying that they are the owner. When the owner's name is known and the owner desires somebody other than him/herself to pick up the item, the owner must make arrangement with the library in advance either by phone or by email by communicating the name of the person who will be picking up the item(s). If the owner's name is not known the person picking up the item will be required to describe it.

At the end of 30 days all items will be disposed of as follows:

- Cash will be considered a donation to the library.
- Library cards, ID cards (including driver licenses), credit/debit cards, bills and any other printed material containing personal information will be shredded.
- All other printed material will be recycled.
- Electronic or storage devices that may contain personal information such as laptops, cell phones, iPods, MP3 players, tablets, memory sticks, floppy discs, CDs, or DVDs will be either recycled, donated or put in the trash.
- Keys will be separated and put into separate trash receptacles.
- Glasses will be donated to the Lions Club.
- Other items with any value will be donated to local non-profit organizations such as Goodwill or The Salvation Army.
- Items with no value will be put in the trash.