



POLICY

TITLE: Lost and Found Policy

POLICY NUMBER: 049

EFFECTIVE DATE: 9/23/2015

REVIEW DATE: 9/1/2025

SUPERSEDES POLICY NUMBER(S): HR Policy 012

AUTHORIZED BY: Board of Trustees

1. Purpose: To describe the handling of lost and found items at Timberland Regional Library (TRL).
2. Scope: This policy applies to all TRL employees and volunteers.
3. Background: None.
4. Definitions: A lost and found item is an unclaimed object valued at \$10.00 or more, or of obvious intrinsic value, that is not TRL property.
5. Policy:
 - a. TRL is not responsible for personal items left on TRL property.
 - b. TRL employees shall identify and secure lost and found items. An effort shall be made to locate the owner(s).
 - c. Employees, volunteers, and patrons, other than the original owner, may not take personal possession of lost and found items
 - d. All unclaimed items will be disposed of per TRL procedures.
 - i. After 7 days, unclaimed cash will be added as a donation to the Library per TRL procedures.
 - ii. After 7 days, unclaimed short-use or disposable items will be disposed of per TRL

procedures.

- iii. After 30 days, unclaimed clothing and items with an estimated value of less than \$50 will be given to local charitable agencies per TRL procedures.
- iv. After 30 days, unclaimed items with an estimated value over \$50 will be sent to the TRL Business Office for disposal per TRL procedures.
- v. Food and lost and found items that pose a health hazard will be disposed of immediately per TRL procedures.

6. References: Lost and Found Procedure

7. Citations: None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, October 28, 2015