



Lost and Found Policy

Policy Number: 049
Supersedes Policy #012 HR

Approved: 10/28/2015
Authorized by: Board of Trustees

Effective: 09/23/2015 - 01/01/2025
Review Date: 10/01/2024

- 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. A lost and found item is an unclaimed object valued at ten (\$10.00) dollars 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 Lost and Found Procedure:
 1. After seven (7) days, unclaimed cash will be added as a donation to the Library per TRL procedure;
 2. After seven (7) days, unclaimed short-use or disposable items will be disposed of per TRL procedure;
 3. After seven (7) days, unclaimed clothing and items with an estimated value of less than fifty (\$50) dollars will be given to local charitable agencies per TRL procedure;
 4. After thirty (30) days, unclaimed items with an estimated value over fifty (\$50) dollars will be sent to the TRL Business Office for disposal per TRL procedure; or
 5. Food and lost and found items that pose a health hazard will be disposed of immediately per TRL procedure.
- 6) **References:**

A. Lost and Found Procedure.

7) Citations:

A. None.

 10/28/2015
Cheryl Heywood, Executive Director

 10/28/2015
Hal Blanton, President

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.
