

# CUSTOMER POLICIES

## LOST AND FOUND

### Board Policy:

**DATE REVIEWED: 01/26/2023**

**DATE APPROVED: 01/26/2023**

**EFFECTIVE DATE: 03/01/2023**

**REPLACING POLICY EFFECTIVE: 12/10/2014**

Columbus Metropolitan Library (CML) provides a secure lost and found area at each location. Lost articles of personal property found in library facilities or on library grounds will be handled as detailed below.

### Administrative Procedure:

**DATE REVIEWED: 01/26/2023**

**DATE APPROVED: 01/26/2023**

**EFFECTIVE DATE: 03/01/2023**

**REPLACING PROCEDURE EFFECTIVE: 12/10/2014**

- A. When an unattended or unclaimed item is discovered by a staff member, the item will be checked for any identification and/or contact information.
- B. The staff member will use their best judgment to determine if the item is of value to retain. Some items will be discarded immediately. For example, items containing insects or mold, personal hygiene items, food/drink or items used for eating or drinking may be discarded immediately at the staff member's discretion.
- C. If it is possible to identify the owner of the item, the library staff member will make an attempt to contact them.
- D. Items will be retained for a period of at least 14 days at the location where they were found. After that, items of value will be sent to Main Library Security. All other items will be discarded.
- E. Items sent to Main Library Security and retained will be held in a locked location at Main Library for 30 days. At the end of the 30 days, the Director of Security will donate or dispose of lost and found items and update inventory records/logs.

### Related Policies/Forms: