

HARLINGEN PUBLIC LIBRARY  
LOST AND FOUND POLICY

DOCUMENTATION INFORMATION

Proposed by Dauna Campbell, Library Director 11/05/2018

Adopted by Harlingen Public Library Board 11/05/2018

Patrons are solely responsible for their own property. It is the responsibility of the owner to keep track and stay within sight of all personal belongings.

**Sec. I. LOST AND UNCLAIMED PROPERTY**

1. All unclaimed or found items turned into staff will be placed in the library's lost and found box located in the Circulation Department.
2. As a courtesy, library staff will attempt to contact the rightful owner of the lost property if the item contains identifying information.
3. Lost and found items will be dated and stored for 30 days. After 30 days, library staff will determine the appropriate method of disposal.
4. To claim a lost item, a patron must provide a description of the item and approximate date it was left behind.
5. The library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the library.

**Sec. II. SPECIFIC MATERIALS**

1. Perishable items such as beverages, food, baby bottles and personal care items will be disposed of immediately.
2. Items of value – wallets, jewelry, cash, credit cards, etc. – are held in a secure location. In certain situations, a patron may need to show a valid photo ID to claim his/her lost property to ensure it is given to the correct person.
3. Identification such as driver license, ID, and Social Security cards will be filed at the Circulation desk and noted on the patron's library card account. If an identification card contains an address for where to send a lost card, the library will send the card and record it.
4. Documents left behind in library copy machines and scanners will be kept for 30 days and then shredded.