

Kent County Public Library
LOST & FOUND POLICY & PROCEDURES

Policy: Kent County Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their property and are expected to keep their belongings within their sight at all times.

Items that are left in the library or turned over to library staff will be dated and stored for a period of fourteen (14) days when it is reasonable and safe to do so.

To the extent that ownership is known, reasonable attempts will be made to contact the owner to reclaim their lost items. In order to protect patron privacy and limit computer security risks, library staff will not access data stored on flash drives, cell phones, tablets, or other electronic devices in order to determine ownership.

A person claiming an item must accurately describe it and may be required to show valid proof of identification to claim certain items, such as credit/debit cards, personal documents, and items with a value over \$50.

Library staff will not store the contact information of someone who is looking for a lost item and thinks it might be found at the library. The owner of the lost item is responsible for checking back periodically in case the item has been found.

Approved by Board of Trustees on November 29, 2021

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Procedures: When an item is found or turned over, library staff must fill out and attach a lost & found tag with the date and location the item was found, their initials, and any other relevant information.

Items that are left in the library will be disposed of in accordance with the following guidelines:

- Items that are perishable or unhygienic (food, drinks, baby bottles, dirty clothing, etc.) will be disposed of either immediately or at the end of the business day.
- General personal items (clothing, sunglasses, keys, umbrellas, canes, backpacks, etc.) will be disposed of after 14 days.
- Credit or debit cards will be securely disposed of after 14 days.
- Personal documents will be shredded after 14 days.
- Flash drives and other storage devices will be securely disposed of after 14 days.
- Driver's licenses, passports, wallets/purses, electronic devices (e.g., cellphones, laptops, or tablets), transportation/mobility equipment (bicycles, skateboards, walkers, etc), and other items with an assumed value of more than \$50 will be turned over to the local police department after 14 days.
- Unclaimed cash will be considered a donation to KCPL after 14 days.

The Information Services Department (Chestertown) and the Branch Manager (North County and Rock Hall) are responsible for ensuring that lost items are properly tagged, stored, and, when appropriate, disposed of or turned over to the local police department.