

Lost and Found Policy

Wauconda Area Public Library District

LOST AND FOUND POLICY

Approved by the Board of Library Trustees April 9, 2007

Approved by the Board of Trustees October 8, 2018

1.0 All lost and found or unclaimed items will be dated and stored in the Public Services workroom. Reasonable attempts will be made to contact the owners to reclaim their lost items. Any item identified as high value or determined to contain sensitive information shall be transferred to the local police department within five (5) calendar days of discovery. After fourteen days, unclaimed items or personal items accidentally returned to the Library become Library property. Unclaimed currency will be added to the general Library fund. Other unclaimed items will be donated or disposed of in a manner to be determined by Library staff.