



## Lost and Found Policy

The library is not responsible for personal books, e-readers, DVDs, CDs, flashdrives, etc., accidentally returned to the library in our book drops.

The Library is not responsible for personal items left in the library by patrons. All unclaimed items found on the premises of the Chili Public Library are disposed of in accordance with the following guidelines:

- When an item has been found in, or on, the Library Facility/grounds it is taken to the Main Circulation Desk and given to a staff worker.
- Hazardous and perishable items are discarded immediately. Items such as food, personal care items, liquid in baby bottles and water bottles will be disposed.
- Lost and found items, other than those which are hazardous or perishable, are dated and stored for a period of 30 days.
- Each item is inspected for external identification. If not found, further internal inspection will be conducted. An attempt will be made to contact the owner of the item. When the owner is located, the owner must provide identification to pick up the item.
- When the name of the owner is not on the Lost and Found item, if the patron satisfactorily describes the item, the item will be returned to its owner.
- If an item is estimated to have a value of \$100.00 or less, the item is placed in the Lost and Found box. If the estimated value of the item is in excess of \$100.00 it is given to the Library Director for temporary storage. Money will be deposited in the Public Library general fund or turned over to the police, as appropriate when not claimed after 30 days.
- Unclaimed identification documents and items, including credit cards, and ID cards will be turned over to the police. Bills, and any other paper containing personal information will be shredded or cut up after 30 days.

Books belonging to Chili school districts are sent in delivery to the Central Library Shipping Department, which in turn delivers the items back to the owning school library.

- All other items, if not claimed in 30 days are disposed of by being discarded, or turned over to the Police or Sheriff's Department, or donated to charity.