

LOST AND FOUND POLICY

Lincoln Township Public Library will retain valuable lost and found items at the Library where the items are found. Valuable items may include electronic equipment, jewelry, wallets, purses and personal identification such as passports and state IDs. LTPL will hold these items for a period of three months. When possible, staff will contact the owner to inform him/her that a lost item has been found and note how long the library will hold the item. If not claimed within three months, items with personal information will be sent to the owner via registered mail. After three months, all unclaimed electronic equipment will be turned over to local police while all other items lacking personal information will be donated to a local charity.

Loose money found at the library will be held until the close of business each day if the amount is less than \$20.00. If unclaimed, it will be donated to the Friends group (or to LTPL in the absence of such a group). Loose money in an amount of \$20.00 or more will be retained for a period of three months and then donated to the Friends group, if unclaimed.

Non-valuable items (such as clothing) found at the Lincoln Township Public Library will be placed in the lost and found bin at the library where the items are found. As needed, contents of these bins will be donated to a local charity.