

SUBJECT: LOST AND FOUND ITEMS

I. PURPOSE

The purpose of this policy is to provide a uniform process for the storage and disposal of lost and found items in the Naperville Public Library.

II. SCOPE

All unclaimed items found on the premises of the Naperville Public Library are stored and disposed of in accordance with this policy.

III. PROVISIONS

- A. Lost and found items will be dated and stored at central sites in all library facilities. Reasonable attempts will be made to reunite the owner with the lost item.
- B. Two weeks after items are found unclaimed items become library property. Unclaimed books may be sold at the on-going book sales in the lobbies of each facility or added to the Library's collection. Unclaimed currency will be added to the general library fund.
- C. Unclaimed identification documents and items such as electronic devices, credit cards, and wallets will be forwarded to the Naperville Police Department.
- D. Other unclaimed items will be disposed of in a manner to be determined by the Executive Director.