



LOST AND FOUND POLICY

The Glencoe Public Library (Library) is not responsible for personal items left in the Library by patrons (see Use of the Library Policy). Patrons are prohibited from leaving their belongings unattended while using the Library. In most cases, items that are left unattended on library property for more than 15 minutes will be assumed lost or abandoned.

Reasonable efforts will be made by library staff to identify the owner of a found item and contact them as soon as possible. Hazardous and perishable items will be discarded immediately.

Found and unclaimed property will be held for six months in a designated “lost and found” location prior to final disposition. Unclaimed items will be discarded or donated to a designated charity, as appropriate.

Cash, wallets, credit cards, personal devices, and other items with an estimated value in excess of \$100 will be held in a secure location at the Circulation Desk. Other items are held at the Reference Desk.

If the owner satisfactorily describes or identifies the item in question, it will be returned to them. Library staff reserves the right to ask for personal identification before an individual may claim a lost item.

Unclaimed Currency

Found money will be donated to the Friends of the Glencoe Public Library if unclaimed for six months.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021