



GLENCOE PUBLIC LIBRARY

UNATTENDED PROPERTY/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. Items that are left unattended on library property (building and grounds) for extended periods 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.

Cash, wallets, credit cards, 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. Found items will be held no longer than 30 days.

If the owner satisfactorily describes or identifies a found item, 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 items other than currency will be discarded after 30 days, donated to charity or otherwise disposed of as appropriate. Found currency will be donated to the Friends of the Glencoe Public Library.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018; August 18, 2021; August 21, 2024