



GLENCOE PUBLIC LIBRARY

UNATTENDED PROPERTY/LOST AND FOUND POLICY

Patrons who leave personal items unattended at the Glencoe Public Library (Library) do so at their own risk. Items that are left unattended for more than 30 minutes anywhere on library property (building or grounds) will be assumed lost or abandoned. The Library is not responsible for items left unattended.

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. Staff are authorized to call Glencoe Public Safety to remove any unattended items whose contents are unknown and/or may pose a danger/hazard to staff and patrons.

Cash, wallets, credit cards, personal electronic devices, and other valuables will be held in a secure location at the Circulation Desk. Other items will be held at the Reference Desk.

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; September 16, 2026