**Pickerington Public Library**

**Lost and Found Policy**

**Board Policy Date Approved: June 17, 2019**

 **Effective Date: June 17, 2019**

 **Replacing Policy Effective: New**

The Pickerington Public Library makes every effort to reunite lost items to the owner. The Library is not responsible for items left unattended, damaged, or stolen on Library grounds or facilities.

**Administrative Procedure Date Approved: June 17, 2019**

 **Effective Date: June 17, 2019**

 **Replacing Administrative Procedure Effective: New**

1. Lost and found items are managed according to the guidelines below.
2. Unclaimed items are labeled and stored in the Customer Service Department with reasonable attempts made to contact the owner when the found item contains sufficient information to do so.
3. Items left in books deemed to have no monetary and/or intrinsic value may be disposed.
4. Hazardous and perishable items such as food, baby bottles, etc. will be disposed promptly.
5. Books and media materials will be considered library donations after 30 days.
6. Items of substantial value may be stored in the Library’s safe or a locked location for six months. These items will be donated, destroyed or sold as surplus after six months. The Fiscal Officer and his/her designee have sole discretion to as to the disposal of unclaimed items.
7. Unclaimed cards such as credit, insurance, and social security cards will be locked in the Library’s safe. These items will be shredded after (6) six months if unclaimed.
8. Accessories, coats/jackets, and clothing will be donated to a local charitable organization of the Library’s choosing, upon the approval of the Fiscal Officer or his/her designee.
9. Documents found in the printer or scanner will be securely stored and shredded after 30 days.
10. Found money is considered a library donation when the amount is $1.00 or less on the day is it discovered. Amounts over $1.00 will be held in the safe for 30 days and considered library donation afterwards.

**Staff Guidelines**

1. The following procedures have been developed to accompany and support the Library’s Lost and Found Policy as outlined in the following action steps.
2. Label all lost items with the following information prior to storing items in the appropriate lost and found area.
	1. Date Item was found
	2. Area item was found
	3. Any other identifying information if known
3. Lost and found items will be grouped together by category i.e. books, documents, etc. and should be placed in the appropriate location.
4. **Disposal -** Each month, an assigned staff member from the Customer Service Department will review all lost and found materials.
	1. Items of non-substantial value will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.
	2. Items of substantial value will be checked for date found and remain in lost and found for six months. At six months these items will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.
	3. All books and media materials are to be turned over to Tech Services as donations for the Friends of the Pickerington Public Library or added to the library’s collection.
	4. All cards/documents should be shredded
	5. All unclaimed money should be rung into the point of sale system as found money.
	6. Items to be donated will be scheduled for pick up or delivered to a local charitable organization.
	7. Items to be sold as surplus should be sent to the library’s storage facility.