



## ADMINISTRATIVE POLICY

SECTION: Library		POLICY: LIB-11	
TITLE: Lost & Found		ORDER #: TBD	
DEPT: Library			
ADOPTED: 12/14/2022	REVIEWED: TBD	REVISED: TBD	

### 1. PURPOSE/OBJECTIVE:

1.1 Libraries are publicly accessible spaces. Library users occasionally leave personal items at the library, and the library does not usually have a means of connecting people to their lost materials. This policy establishes how the library will manage personal items left in the library.

### 2. APPLICABILITY:

2.1 This policy applies to unattended items found on library premises. Library premises are defined as any Tillamook County owned property that is used for library purposes, all building spaces in which library services are delivered, and the library bookmobile and the immediate exterior space around the library bookmobile.

### 3. POLICY:

3.1 Tillamook County Library is not responsible for personal items left or lost in the library.

3.1.1 Tillamook County Library is a public venue and personal items are the responsibility of their owners.

3.1.2 Patrons are strongly encouraged not to leave personal items unattended at any time. Items that are left unattended may be considered lost items and will be subject to the provisions of this Lost and Found policy.

3.1.3 Patrons who can satisfactorily identify their items may claim their items from lost and found.

3.2 Process for lost items found in the library

3.2.1 Tillamook County Library staff shall make reasonable effort to identify and secure lost and found items.

3.2.2 An effort shall be made to locate the owner(s). Library staff may access personal belongings, devices, and library accounts to locate the owner's contact information.

3.2.3 Lost items will be returned to original owner, parent/guardian, or approved designee.

3.2.4 Staff, volunteers, and patrons may not take personal possession of lost and found items.

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3.2.5 Suspicious items or packages are handled appropriately; law enforcement may be contacted to handle them.

3.2.6 Hazardous and/or perishable items will be discarded immediately.

3.2.7 Lost and found items of obvious value (e.g., wallets, purses, personal identification, bank cards, phones, tablets, laptops) will be held securely for 3 business days and turned over to the Tillamook Police Department if unclaimed.

3.3 Unclaimed lost items

3.3.1 After 30 days, unclaimed cash, books, movies, and music without Tillamook County Library barcode labels will be donated to the bookstore or one of the Friends of the Library groups.

3.3.2 After 30 days, all other unclaimed items, except for USB drives and digital devices, will be given to local charitable agencies or disposed of as appropriate