

# Abandoned Property (Lost & Found Items) Policy

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The Pembroke Public Library is not responsible for any personal items brought to the Library. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property.

- Lost and found items with an approximated value of under \$100 will be dated and stored in the Lost and Found box for a period of 4 weeks. After this 4 week period, all unclaimed items become property of the Town of Pembroke at which time the Library staff will decide the appropriate method of disposal. Unclaimed books will be given to the Friends of Pembroke Public Library and unclaimed money will be deposited in the Library donation account, unclaimed clothing etc. will be disposed of or donated to an appropriate charity.
- Lost and found items with an approximated value of over \$100 will be dated and stored in a secured location at the Library for a period of 2 weeks. After this 2 week period the item will be turned over to the Pembroke Police Department.
- To claim a lost item, the patron must satisfactorily describe it to the Library staff member.
- The Library may require a valid form of photo identification to claim items.
- Hazardous and perishable items will be discarded immediately.
- The Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.
- Owners of the lost items are encouraged to check back periodically in case the item has been found.

Regarding electronic devices and data storage items, the Library recognizes that some electronic devices and data storage items or other electronics might contain sensitive and/or personal information.

- The Library staff may or may not access the device in order to locate the owner's contact information. The Library assumes that most owners of electronic devices and data storage items, etc. would prefer a staff member access this information contained in the device rather than make no attempts to find the owner's contact information.
- The Library assumes that after the 4 week holding period, at which time the Library disposes of unclaimed items, the owners of lost electronic devices and data storage items would prefer these items destroyed and/or wiped of all the stored information to ensure that, after disposal, the information isn't "floating around", vulnerable to malicious use by anyone who might discover it.

Approved by the Pembroke Public Library Trustees 12/8/2016.