



Abandoned Property Policy (Lost & Found Items) Pembroke Public Library

General Principles and Purpose

The Pembroke Public Library is not responsible for items left behind by library users. However, the Library will attempt to locate items that have been reported lost or found, return lost items to owners when possible, and dispose of unclaimed items in a responsible manner. This policy is the established protocol for the handling of lost and found items at the Pembroke Public Library.

Disclaimer of Responsibility

The Pembroke Public Library is not responsible for any personal items brought into the Library. Patrons bear sole responsibility for their own property. All unclaimed or found items turned into the staff will be placed in the Library's Lost and Found box. Items left unattended in one location for over 30 minutes shall be subject to the procedures in this policy.

Lost Items

Lost items are labeled, managed, stored, and disposed within the following timeframe:

- Hazardous and perishable items, such as personal care items, food, tobacco, etc., will be discarded immediately.
- If an item contains identification, the patron will be notified as soon as possible. Library staff may search lost personal items, including electronic devices and data storage items, for identifying information, and attempt to notify the owner. Once notified, items will be dated and stored in a pickup bin at the main Circulation Desk for a period of 4 weeks.
- Lost and found items without identifying information and an approximated value of under \$100 (including documents, paperwork, personal items, monies, electronic devices, and data storage items) will be dated and stored in the Lost and Found box at the main Circulation Desk for a period of 4 weeks.
- Lost and found items without identifying information and an approximated value of over \$100 where the owning patron cannot be identified (including personal items, monies, electronic devices, and data storage items) will be dated and stored in a secure 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.
- The Library is not responsible for unattended items that are mistaken for lost items. It is the responsibility of the patron keep track of all personal belongings at all times. Items left unattended for over 30 minutes in one location are subject to the procedures of this policy.

Claiming an Item

To claim a lost item, a patron must satisfactorily describe it to the Library staff member. The Library may require a valid form of photo identification in order to return claimed items.

Unclaimed Items

All unclaimed items become property of the Town of Pembroke, at which time the Library staff will decide the appropriate method of disposal:

- Unclaimed documents or paperwork will be shredded.
- Unclaimed personal items (clothing, bags, etc.) will be disposed of or donated to an appropriate charity.
- Unclaimed books will be given to the Friends of Pembroke Public Library.
- Unclaimed money will be deposited in the Library donation account.
- Unclaimed electronic devices and data storage items that may contain sensitive and/or personal information, will be turned over to the Pembroke Police Department or wiped and/or destroyed prior to disposal.

Found Items

Library staff member(s) will perform a reasonable search for items reported lost by patrons, including checking the Library's designated lost and found storage areas for any items matching the description provided.

Patrons are encouraged to check in periodically in case an item has been found and Library Staff cannot determine the owner. Patrons may leave their name, contact information, and a description of a lost item with the Library so that they can be notified if their item is found. The Pembroke Public Library cannot guarantee that any lost items will be found.

Approved by the Pembroke Library Trustees on December 8, 2016. Revised and approved on March 19, 2025.