Community Library of DeWitt & Jamesville

CLD&J Lost and Found Policy

Policy Statement

This policy establishes guidelines and criteria for dealing with lost and found items. The Community Library of DeWitt & Jamesville ("CLD&J") are not responsible for personal items left or lost in 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 Lost & Found.

Regulations:

- CLD&J employees shall make every effort to identify and locate the owner(s) of lost and found items.
- Library staff may access personal belongings, devices and library accounts in order to locate the owner's contact information.
- Lost items will be returned to original owner or legal guardian in the case of a minor.
- Hazardous and perishable items will be discarded immediately.
- Suspicious items or packages will be treated with all due caution; law enforcement may be contacted to handle them.
- Lost and found items valued at less than $5.00 may or may not be retained, depending on space limitations.
- Lost and found items of obvious value (e.g. wallets, cash, purses, personal identification, bank cards, phones, tablets, laptops) will be held securely for 48 hours and turned over to the DeWitt Police Department if unclaimed.

Unclaimed Lost & Found:

- After 30 days, unclaimed, books, movies and music without other library or school property labels will become property of the Library.
- After 90 Days, all other unclaimed items will be disposed of as appropriate, or donated to local charitable organizations if feasible.
- Unclaimed items that may contain important or confidential content will be physically destroyed and disposed of, as appropriate. Library staff cannot guarantee the destruction of data.

Patron Responsibility:

- CLD&J is a public venue and personal items are the responsibility of their owners.
- Patrons should 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.
- Patrons must show proof of ID to collect items from Lost & Found; with the exception of Wallets.

Board Approved

Date Approved	Revision
10/15/2026	New Policy Created