

**Kelso Public Library**

**Policy No. 910**

**Lost and Found Policy**

**Purpose of the Lost and Found Policy**

910.1 The purpose of the Library's Lost and Found Policy is to describe the handling of lost and found items at the Kelso Public Library (KPL).

**Policies**

910.2 KPL is not responsible for the security of personal items brought into the library or left on library grounds.

910.3 If the owner of the lost item satisfactorily identifies the lost item, the item will be returned.

910.4 Perishable items such as food and personal care items will be disposed of immediately. Items that create a hazard, oversized, or otherwise problematic will be disposed of at the Director's discretion.

910.5 Lost and found items will be dated and stored for a period of four weeks. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within four weeks become KPL property. Unclaimed items will then be donated or discarded.

910.6 Certain types of property including unclaimed identification documents, driver's licenses, credit cards, wallets, purses, laptops and cell phones may be forwarded to the Kelso Police Department.

910.7 KPL library cards left at the library may be used to access a patron's record to for the purpose on contacting the patron.

910.8 Flash drives left in the library will be held for four weeks. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After four weeks, flash drives will be destroyed.

910.9 Documents left in the library will be kept for seven days and then will be shredded.

910.10 After four weeks unclaimed books will be considered a donation to the library, and will fall under the Collection Development Policy's Gifts & Donations section 401.17.

Signed this 24<sup>th</sup> day of March, 2025



Andrew Hamilton, City Manager



Erik Moser, Library Director

