



# Temple Public Library

## Policy: Lost and Found Policy

Revision Date: 1/17/23

The Temple Public Library maintains a lost and found for items that are left unattended in the building. Customers who have lost items may retrieve them from the Circulation Desk. The following policy stipulate what items will be placed in the Lost and Found, the length of time they are stored, and the proper disposal of items.

- The Temple Public Library is not liable for the loss or theft of any items in or around the building.
- Not all items that are left in the Library will be kept in the lost and found. Items that will be immediately recycled or placed in the trash include:
  - Consumables
  - Drinkware
  - Paper products including bookmarks, handwritten notes, and non-official documentation
  - Writing utensils
  - Facemasks, gloves, or disposable medical item(s)
  - Item(s) left or found on the exterior of the building, excluding phones and/or wallets
- Items that are kept in the lost and found will be kept for 7 days.
- Items may be sprayed with disinfectant and/or placed in a plastic bag before being placed in the lost and found.
- At the end of 7 days, items will be disposed of in the proper manner including but not limited to donating items to local nonprofits, recycling items, and disposing of items in the trash.
- When customers seek to retrieve items from the lost and found, they may be asked to provide a description of the item and where in the Library they believe to have lost them item(s).
  - For wallets, identification cards, social security cards, credit cards, or any other highly sensitive material, identification, proof of ownership, or retrieval by the owner will be required.