

LOST AND FOUND POLICY WEST HARTFORD PUBLIC LIBRARY

The West Hartford Public Library currently provides a “lost and found” service at the main library and the branches for the benefit of library users. With respect to items found in the library or turned in to staff, the library will make a reasonable effort to do the following:

1. Items deemed by the staff to have a monetary value such as money, wallets, watches, jewelry, etc., as well as items like identification papers, credit cards, and licenses will be recorded and retained for two (2) working days. Items that are not claimed within two (2) working days will be turned over to the West Hartford Police Department.
2. Books which are not library property, and materials of a type normally owned by the library but which are not library property that are delivered to the library through book returns or left on a return counter, will be dated and retained for two (2) working days. Such materials that are not claimed within two (2) working days will be treated as gifts to the library.
3. All other items will be recorded and retained for thirty (30) working days. Such items that are not claimed within thirty (30) working days will be disposed of in an appropriate manner.

Persons claiming to have lost an item at the library will be required to fill out a Lost Item Claim Form and to present adequate identification in the library. **NO LOST ITEM CLAIMS WILL BE TAKEN OVER THE TELEPHONE.**

West Hartford Public Library Board
Approved October 23, 1996