

# West Hartford Public Library POLICY MANUAL

## **Title: Lost and Found Policy**

*Revised September 24, 2018*

The West Hartford Public Library cannot be responsible for personal items left on library property. The library will make a reasonable attempt to reunite lost items with their owners.

Hazardous and perishable items will be discarded immediately. Items of obvious value, including (but not limited to) wallets, jewelry, passports, cash, and credit cards will be dated, and held in a secure location. If the owner can be determined, staff will attempt to contact the owner in a timely manner. If the owner of a Lost and Found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.

Keys and automobile ignition devices will be turned over to the West Hartford Police at the close of business on the day they are turned in.

After thirty days, unclaimed items become library property and will be disposed of by being discarded, turned over to the West Hartford Police, or donated to charity, as appropriate.