



Lost and Found Policy

1. Purpose

The purpose of this policy is to establish clear and consistent procedures for handling lost and found items within the Geneva Public Library. This policy aims to ensure that lost items are returned to their rightful owners whenever possible, while also providing guidelines for the disposal of unclaimed property.

2. Scope

This policy applies to items found on library premises, including but not limited to, the library building, grounds, and parking areas. It applies to all library staff, volunteers, and patrons.

3. Procedures for Found Items

3.1 Reporting and Collection

- Items found on library premises should be brought to the Main Circulation Desk by day's end.
- Staff will log the item in the **Lost and Found Logbook**, recording the date found, description of the item, location where it was found, and the name of the staff member who received it.
- Valuable items (e.g., wallets, purses, cell phones, keys, jewelry, electronic devices) will be secured in a locked file cabinet drawer.
- Less valuable items (e.g., books, umbrellas, clothing, water bottles) will be stored in a designated Lost and Found bin under the desk.
- Perishable items (e.g., food, beverages) will be immediately discarded for health and safety reasons.

3.2 Retention Period

- All found items, excluding perishable goods, will be held for a period of **thirty (30) days**.
- After the 30-day retention period, unclaimed items will be handled as follows:

- **Valuable Items:** Unclaimed valuable items may be turned over to local law enforcement (e.g., Geneva Police Department, if applicable) or donated to the Foundation for the Geneva Public Library.
- **Less Valuable Items:** Unclaimed less valuable items will be disposed of or donated to a local charity.

3.3 Claiming Found Items

- Individuals claiming a lost item must provide a detailed description of the item to verify ownership.
- For valuable items, photo identification may be required to claim the item.
- The individual claiming the item will be asked to sign the *Lost and Found Logbook* to acknowledge receipt of the item, including the date and time of pickup.

4. Procedures for Lost Items

4.1 Reporting a Lost Item

- Patrons who have lost an item on library premises should report it to the circulation desk or a staff member.
- Staff will take down the patron's contact information (name, phone number, email address) and a detailed description of the lost item in the *Lost and Found Logbook*.

4.2 Matching and Notification

- Main Desk staff will regularly check the *Lost and Found Logbook* for matches between reported lost items and found items.
- If a match is found, staff will attempt to contact the owner using the provided contact information.
- Every reasonable effort will be made to notify the owner.

5. Disclaimer

The Geneva Public Library is not responsible for lost, stolen, or damaged personal property. While the library will make every reasonable effort to secure and return lost items, it cannot guarantee their recovery. Patrons are advised to keep their personal belongings with them at all times.

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