



GLENCOE PUBLIC LIBRARY

LOST AND FOUND POLICY

The Glencoe Public Library is not responsible for personal items left in the Library by patrons (see Patron's Belongings Policy). Patrons are prohibited from leaving their belongings unattended while using the Library. In most cases, items that are left unattended for more than 15 minutes, have been lost and found, or turned in to library staff by the public are held for three months prior to disposal. Hazardous and perishable items are discarded immediately.

Cash, wallets, credit cards and similar items are held in a secure location at the Circulation Desk. Other items are held at the Reference Desk. If the owner of a found item satisfactorily identifies it, then the item will be returned.

Items not claimed in a timely manner will be discarded or donated to a designated charity, as appropriate.

Unclaimed Currency

Found money will be donated to the Friends of the Glencoe Public Library if unclaimed for one month.

Adopted	October 18, 2006
Reviewed	
Revised	October 17, 2018