Lost and Found Policy

Purpose:
The Lost and Found Policy ensures lost items that are found on Library property are accounted for and returned to their rightful owners when possible or disposed of by the Library in an appropriate manner.

Definitions:
Library property includes the buildings, land, sidewalks, driveways, and all parking lots at all four Library locations in Frankfort, Michigantown, Mulberry, and Rossville. Lost items are any unattended, abandoned, misplaced, or forgotten items which are found on Library property.

Patron Responsibility:
Library patrons are expected to keep their belongings within their sight at all times. The Library cannot guarantee items that are lost on Library property will be found. The Library assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on Library property or for loss, theft, or vandalism of such belongings.

Library Procedure:
All lost and found items will be dated and kept at the Library Circulation Desk of the Library where the item was found for 30 days, with some exceptions (see Disposition of Lost and Found Items below).

Library Staff will make a reasonable attempt to determine and contact the rightful owner of a lost item if the item contains sufficient identifying information. The Library recognizes that lost and found bags, purses, wallets, electronics, etc. may contain sensitive and/or personal information. Library Staff may or may not access the contents of these items in order to locate the owner’s contact information. The Library assumes that most owners of lost items would prefer a staff member access this information in an attempt to contact the owner rather than make no attempt to identify or contact the owner.

Retrieval of Lost and Found Items:
Patrons can call the Library Circulation Desk to see if any lost items were turned in to Lost and Found. The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.
Found items can be retrieved by coming to the Library Circulation Desk during normal business hours. To claim an item from the lost and found, the patron must satisfactorily describe the item to Library Staff and say what day the item was likely left at the Library. This is to ensure items with similar physical characteristics are less likely to be given to the wrong person. For electronic devices, the patron may be asked to successfully open/login to the device if the device has a charge. When Library Staff deem it appropriate, the owner of an item must present a valid photo ID to claim an item.

**Disposition of Lost and Found Items:**

Items are generally held at the Library Circulation Desk for 30 days. After 30 days, all unclaimed items become property of the Frankfort Community Public Library at which time Library Staff will determine an appropriate method of disposal.

**Perishable/Hazardous Materials:** All items that are perishable or may be a health, safety, or security concern will be discarded immediately or turned into the Frankfort Police Department or Clinton County Sheriff’s Office.

**Credit/Debit Cards:** Unclaimed credit/debit cards will be reported to the bank or lending institution and then destroyed.

**Driver’s Licenses:** Unclaimed driver’s licenses will be delivered to the BMV.

**Currency:** Unclaimed currency will be added to the general fund.

**Electronic Devices:** Unclaimed electronic devices will be wiped of all stored information, destroyed, or appropriately recycled.

**Books:** Unclaimed books will be sold in the book sale room, disposed of, or recycled.

**All Other Items:** All other unclaimed items will be donated, destroyed, recycled, or disposed of in a manner deemed appropriate by Library Staff.

*Adopted by the Library Board: March 14, 2005*

*Revised/Approved by the Library Board: September 11, 2023*