

Policy 3.3: Lost and Found Policy

Approved and Adopted by Board of Trustees December 11, 2025

Purpose

The purpose of this policy is to establish protocol for handling lost and found items. The Lost and Found Policy is intended to ensure that items reported lost or found in an Iosco-Arenac District Library branch are properly accounted for and actions taken to return the lost items to their legal owners or properly disposed thereof.

Disclaimer

The Iosco-Arenac District Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. Further, the Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and always keep track of all personal belongings.

Definitions

- A. "Contraband" means any property that is prohibited by any law to be owned, carried, concealed, or possessed.
- B. "Hazardous material" means explosives, pyrotechnics, flammable gas, flammable compressed gas, nonflammable compressed gas, flammable liquid, oxidizing material, poisonous gas, poisonous liquid, irritating material, etiologic material, radioactive material, corrosive material, or liquefied petroleum gas
- C. "Perishable property" means any property subject to quick deterioration or spoilage except when maintained under proper conditions.

Procedure

- A. Reporting and Storing Lost Items:
 - a. All property found in the Iosco-Arenac District Library that is reasonably believed to be a lost item of property shall be immediately turned over and reported to a Library staff member.
 - b. The Library staff member shall date and store all lost items of property in the Library's Lost and Found Box located in a secure area of the Library.
 - c. Once secure, the Library staff member shall immediately report and turn over contraband or hazardous material to the appropriate local law enforcement agency.
 - d. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. The Library is under no obligation to open flash drives, computers, or other technology to determine ownership.
 - e. After 7 days, all property of major value, including wallets, keys, IDs, currency, computers, iPads, tablets, phones, and other similar items shall be delivered to the appropriate local law enforcement agency unless otherwise instructed by the Police Department.
 - f. The Library has discretion to discard perishable property at its sole discretion and at any time the Library determines it is necessary.

- g. If retained by the Library, the item of property shall be stored in the Library's Lost and Found Box in a secure area of the library for a period of 3 months unless otherwise determined by the local authorities. After 3 months, the Library has the discretion to retain, discard, donate, or otherwise dispose of any lost property (including items that the local law enforcement returned or refused to accept).
- h. Nominal amounts of unclaimed cash shall be donated to the Library's general fund. The Library Director has the discretion to determine whether the cash is in amount considered "major value" under this Policy.

B. Claiming Lost Items:

- a. To claim an item of lost property, the patron must satisfactorily describe the item to the Library staff member and say what day the item was likely left in the Library.
- b. The Library staff member is authorized in their discretion to release an item of lost property if reasonably satisfied of its ownership.
- c. The owner of the lost item is encouraged to check back periodically in case the item has been found.