



## **LOST & FOUND POLICY**

Marion Community Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into staff will be placed in the library's lost and found box.

### **Holding Period**

Lost and Found items will be dated and stored in the lost and found box for a period of 30 days (30) days. Staff will attempt to identify and contact the owner of the items. After this thirty (30) day period, library staff will decide the appropriate method of disposal for all unclaimed items including being discarded, turned over to the Department of Public Safety, or donated to charity, as appropriate. Unclaimed cash will be recorded as a donation after the thirty (30) day claim period.

### **Storage & Claim**

Items of obvious value - e.g., wallets, cell phones, jewelry, cash, and credit cards - are held in a secure location. In certain situations, patrons will need to supply staff with valid identifying information in order to claim their lost property.

Policy Created 10/01/2022

Policy Approved by Marion Community Library Association Membership 11/08/2022

### **Contact Information:**

Marion Community Library

201 S. Center St.

Marion, Texas 78124

[mcommunitylibrary@gmail.com](mailto:mcommunitylibrary@gmail.com)

(830) 420-4022