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## LOST AND FOUND POLICY

### I. PURPOSE

- a) To establish a policy for lost or found items at the Alamogordo Public Library.
- b) To establish a policy for retention times for various items lost or found in or outside of the library.

### II. POLICY

Items lost or found on library property will be temporarily retained at the library per outlined criteria. Patrons claiming lost or found items must either show a valid photo I.D. or be able to give a detailed description of the item. If staff can determine the owner and contact information of an item, an attempt will be made to contact the owner for pickup. The owner will then have seven business days to claim the item. If staff are unable to determine the owner of an item, the following criteria will apply.

#### Criteria

1. Thumb drives, tablets, laptops, cell phones, birth certificates, medical or legal documents, purses/wallets, jewelry or any device or item containing personal data or of significant monetary value will be held for twenty-four hours. Items not claimed within the 24-hour period will be turned over to the Alamogordo Police Department.
2. Items such as clothing, toys or anything not of significant monetary value as listed under *Criteria #1*, will be held for thirty days. Items not claimed within a 30-day period will be discarded.