



## **Library Standard Operating Procedures**

**Approved by the Library Board: July 11, 2018**

# **Lost Property Policy**

**Los Gatos Library**

## **SCOPE**

This policy applies to all material objects left behind or unattended in the Library.

## **POLICY**

Items left unattended in the Library will be collected. Items valued over \$100 will be held for 7 days and then turned over to the Los Gatos Monte Sereno Police Department. Items of lesser value will be stored for 30 days.

## **PROCEDURES**

1. Items left unattended in the Library will be collected and assessed for any identifying information.
2. Staff will attempt to contact a clearly identified owner to return the item to the owner.
3. Items with no identifiable information that are deemed to be valued over \$100 will be stored in a locked area for 7 days. If unclaimed after that time, the item will be turned over to the Los Gatos Monte Sereno Police Department to be booked as evidence.
4. Items with no identifiable information of lesser value will be stored in Lost and Found bins in the staff area of the Library for 30 days. If unclaimed after that time, the items will be donated to a local charity.
5. Patrons may describe an object and staff will check Lost and Found storage and return any found items to their owner.