

SUBJECT: LOST AND FOUND ITEMS**I. PURPOSE**

To provide a uniform process for the storage and disposal of lost and found items in the Naperville Public Library.

II. SCOPE

To include all unclaimed items found on the premises of the Naperville Public Library.

III. PROCEDURES

Lost and found items will be dated and stored at central sites in all library facilities. Reasonable attempts will be made to reunite the owner with the lost item. After two weeks unclaimed items become library property. Unclaimed books will be sold at the on-going book sales in the lobbies of each facility. Unclaimed currency will be added to the general library fund. Unclaimed equipment will be sold at a library equipment sale. Unclaimed identification documents, including credit cards, will be forwarded to the Naperville Police Department. Other unclaimed items will be disposed of in a manner to be determined by the Executive Director.