

<b>Richmond Memorial Library</b>	
Manual Name: Library Policy Manual	Date Effective: 2/10/26
Section: Lost and Found Policy	Date Created/Revised: 2/10/26
<b><i>Lost and Found Policy</i></b>	
<p>The Richmond Memorial Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property.</p> <p>As a courtesy to our patrons, the Richmond Memorial Library will retain and store most lost and left behind items for approximately 30 days. In addition, the Richmond Memorial Library will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.</p> <p class="list-item-l1">A. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the Richmond Memorial Library</p> <p class="list-item-l1">B. The Richmond Memorial Library will dispose of unclaimed items as follows:</p> <ul style="list-style-type: none"> <li>a. General items will become the property of the Richmond Memorial Library and may be disposed of or given to a charity as appropriate.</li> <li>b. Perishable or hazardous items such as food or personal care items will be disposed of immediately.</li> <li>c. Flash drives left in the library will be held for 14 days. Due to patron privacy, staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be discarded.</li> <li>d. Books will be placed in the Library's book sale.</li> <li>e. Documents left in the library, or copy machines and scanners will be kept for 7 days and then shredded.</li> <li>f. Identification documents and items, including, but not limited to credit cards and wallets, will be turned over to the Batavia Police Department.</li> </ul>	
Approved by Board: 2/10/26	