

## **LOST & FOUND POLICY**

The New Haven Free Public Library is not responsible for the security of any personal items brought into the Library. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Lost & Found box located in a central location:

Main/Ives: Security Office, Main level  
Fair Haven: Circulation Desk  
Mitchell: Circulation Desk  
Stetson: Circulation Desk  
Wilson: Circulation Desk

To claim a lost item, the patron must satisfactorily describe it to Library staff and state the day the item was likely left in the Library. Unless otherwise noted below, all items will be disposed of as appropriate after two weeks.

As a courtesy to our patrons, Library staff will make a reasonable attempt to determine and contact the rightful owner on items of obvious value with identifying information. Such items may include wallets, identification or debit/credit cards, electronic devices and flash drives.

- Hazardous, personal care and perishable items will be discarded immediately.
- Items secured [i.e. locked] to library property will be immediately removed.
- Bicycles and items larger than a shopping bag will immediately be placed on street side for removal by Public Works.
- Clothing, books, notebooks and similar material after two weeks will be disposed of as appropriate.

As stated in the New Haven Free Public Library's Visitor Guidelines for Personal Belongings: The Library reserves the right to prohibit, remove or discard excessive, unattended or abandoned baggage.

*Approved by the NHFPL Board of Directors, November 27, 2018.*