



<b>CUS-4: Lost and Found</b>
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<b>Supersedes:</b> Last Revision
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<p><b>Policy Statement</b> - The Camden County Library recognizes that patrons may occasionally leave without personal belongings. When such belongings are turned in to Library Staff on duty, we strive to make a reasonable effort to reunite patrons with their personal items.</p>
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**Regulations**

1. Each location shall have a lost and found receptacle located at the circulation desk.
2. Items such as patron identification, wallets, or small electronics shall be stored in the branch safe (if available) or other secure location.
3. Personal documents may be returned through the US Mail at the discretion of the Branch Manager or designate.
4. Items unclaimed after 6 weeks can be discarded in an appropriate manner. For example, clothing may be donated to a charitable organization.
5. More valuable items (such as driver's licenses or wallets) shall be turned over to local law enforcement for safekeeping.
6. The Branch Manager will designate responsibility for maintaining the lost and found. This responsibility can be given to a particular staff member or shared among the staff.

Date of approval 9/13/2005