

Bedford Public Library

Lost & Found Items Policy

Policy Statement 1

The Bedford Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the Library's Lost and Found box. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Regulations

- 1.1 Lost and found items will be dated and stored in the Lost and Found box at the Information Desk for a period of 2 weeks. After this 2 week period, all unclaimed items become property of the City of Bedford at which time the Library staff will decide the appropriate method of disposal.
- 1.2 To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. This will ensure that items with similar physical characteristics (cell phones, flash drives, etc.) are less likely given to the wrong person.
- 1.3 When the Library deems appropriate, to claim certain items such as credit/debit cards, owners must present a valid form of photo identification matching that of the item in question.
- 1.4 Hazardous and perishable items will be discarded immediately.
- 1.5 The Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings at all times.
- 1.5 The Library will not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

Policy Statement 2

The Library recognizes that lost and found flash drives or other electronics might contain sensitive and/or personal information.

Regulations

- 2.1 The Library staff may or may not access the device in order to locate the owner's contact information. The Library assumes that most owners of cell phones, flash drives, etc. would prefer a staff member access this information contained in the device rather than make no attempts to find the owner's contact information.
- 2.2 The Library assumes that after the 2 week holding period, at which time the Library disposes of unclaimed items, the owners of lost electronic devices would prefer these items destroyed and/or wiped of all the stored information to ensure that, after disposal, the information isn't "floating around", vulnerable to malicious use by anyone who might discover it.