

	Authorized By:	Salt Lake County Library Board of Directors	
	Subject:	Lost & Found Policy	
	Effective Date	Version #	Revision Date
	February 26, 2015	5	June 24, 2024

Lost & Found Policy

Policy Statement

The Salt Lake County Library (The County Library) intends to make reasonable efforts to return lost items of value and importance to library patrons while recognizing the County Library has limited space and resources for storage and does not accept responsibility for their safekeeping.

Definitions

Valuable items – Examples of these items may include jewelry, keys, gift cards, electronic devices, credit cards, and cash. Also includes items (purses, wallets, backpacks, etc) containing personal information, such as driver's licenses, passports, Social Security cards, etc.

Non-valuable items – Examples of these items may include unidentifiable paperwork such as copies, mail, or notes, books, notebooks, umbrellas, articles of clothing, etc.

Hazardous items- Property that poses a health or safety and security risk, or other nuisance that may put people or the building at risk.

Perishable items – Examples of these items may include personal care items, baby bottles, water bottles, food, etc.

Regulation

1.0 Privacy

1.1 Staff will make reasonable effort to maintain patron privacy while locating contact information that may assist in the return of lost items.

1.1.1 If contents of a purse, wallet, bag, or other item that may hold personal identification must be looked at in order to establish ownership, two people will be present.

2.0 Securing Items

2.1 Valuable items will be recorded in a Lost and Found Logbook/Spreadsheet at the time they are turned in and placed in a locked location.

2.1.2 Valuable items that contain personal information such as purses, wallets, backpacks, and electronic devices such as cell phones and laptops will be retained for 48 hours and then turned over to local law enforcement.

2.2 Non-valuable items will not be recorded in a Lost and Found Logbook/Spreadsheet or placed in a locked location. They will be kept in a controlled area accessible to staff only.

2.3 Perishable items may be discarded immediately.

2.4 The County Library is not responsible for any individual's or group's equipment, materials, or personal belongings that are damaged, stolen, or missing.

2.4.1 County Library employees cannot watch or hold personal items for patrons.

2.4.2 Personal belongings should not be left unattended at any time.

2.4.3 Personal belongings cannot be left or stored on library grounds, and any such items will be considered abandoned and may be disposed of.

	Authorized By:	Salt Lake County Library Board of Directors		
	Subject:	Lost & Found Policy		
	Effective Date	Version #	Revision Date	
	February 26, 2015	5	June 24, 2024	

2.5 County Library employees shall contact law enforcement to report any suspicious item, which they may take into their custody.

3.0 Hazardous items

3.1 Hazardous items are prohibited on County Library property.

4.0 Retention time

Item	Retention time
Wallets, purses, backpacks, laptops, cell phones, etc with personal identification	48 hours
Cash, foreign currency	30 days
Keys	30 days
Personal identification (credit cards, gift cards, library cards, driver's license, birth certificate, etc.)	30 days
Technology equipment (usb drives, etc)	30 days
Non-valuable items	30 days
Unidentifiable papers	None
Perishable items	None

5.0 Reporting & Claiming Lost Items

5.1 Library patrons should report and claim lost items at the Circulation Desk at the location they believe the item was lost.

5.2 Items must be described in sufficient detail to be considered a bona fide claim.

5.3 Claimants may be required to produce identification to claim lost item(s) that are deemed valuable.

5.4 Items matching the description in the log book/spreadsheet and with owner's identification will be returned immediately to the owner with the exception of money which requires a signed acknowledgement from the owner.

5.5 If the lost item was not found in the library, the owner may provide contact information and a description of the item which will be entered into the logbook/spreadsheet.

5.6 Unclaimed books or audiovisual materials may be sold by the County Library.

5.7 Unclaimed Salt Lake County Library cards are set to lost and shredded.

Adopted by the Salt Lake County Library Board of Directors, 23 February 2015. Revised by the Salt Lake County Library Board of Directors, 13 November 2017. Revised by the Salt Lake County Library Board of Directors, 06/29/2018. Revised by the Salt Lake County Library Board of Directors, 2/25/2019. Revised by the Salt Lake County Library Board of Directors, 6/24/2024.