

NEW ULM PUBLIC LIBRARY LOST AND FOUND POLICY

New Ulm Public Library is not responsible for any patron's lost, left behind, or stolen items. Patrons are solely responsible for their own property and 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. Library staff are not authorized to watch over private property and should not be asked to do so.

As a courtesy, the library will hold unclaimed lost and found items for 14 days. All lost and found items are to be brought to the Library's Service Desk. A lost and found item is defined as an unclaimed object valued at \$10 or more, or of obvious intrinsic value, that is not New Ulm Public Library property. Staff will tag the item with date found and log the item in the Lost and Found Log. Service Desk staff will attempt to contact owners of lost items only when an owner is known and can be contacted. All lost and found items will be stored securely in the library staff room, Library Director's office or the library's safe, depending on size and item value, until they are claimed, donated, or disposed of. The library assumes no responsibility or cost for reuniting a lost item with its owner. Employees and volunteers may not take personal possession of lost and found items.

Items not claimed within 14 days will be donated to charity, destroyed, recycled, or forwarded to the New Ulm Police Department. Disposition of items will be recorded in the Lost and Found Log. Unclaimed cash and books without library or school property labels will be donated to Friends of the New Ulm Public Library. Certain types of property, including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones, will be forwarded to the New Ulm Police Department.

Due to patron privacy, library staff will not access files saved on flash drives or other technology to determine ownership. After 14 days, flash drives will be destroyed. Documents left in library copy machines and scanners will be kept for 24 hours then shredded.

Dangerous or illegal items will be logged and forwarded immediately to the New Ulm Police Department.

Hazardous or perishable items and items of minimal value (value less than \$10) will not be tagged or logged and will be disposed of immediately.

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