



Lost and Found Policy

This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries).

The Buffalo & Erie County Public Library (“Library”) is not responsible for any patron’s lost or left behind items. Patrons are solely responsible for their own property.

As a courtesy to our patrons, the Library will retain and store lost and left behind items for approximately 30 days. In addition, the Library will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

1. If the rightful owner cannot be located, a lost or left behind item that is still unclaimed after 30 days will become the property of the Library or be turned over to the Buffalo Police Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The Library will dispose of unclaimed items as follows:
 - a. Books will be placed in the Library’s book sale;
 - b. Money will be deposited in the Library’s General Fund or turned over to the Buffalo Police Department, as appropriate;
 - c. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the Buffalo Police Department; and
 - d. Other general items will become the property of the Library and may be disposed of or given to a charity as appropriate.

Adopted July 20, 2017 per Resolution 2017-30.

Reviewed by Policy Committee June 29, 2020 – no changes.

Amendments Proposed for Review at the November 20, 2025 Meeting of the Buffalo & Erie County Public Library Board of Trustees’ Policy Committee.

Amended December 18, 2025 per Resolution 2025-46.