



## 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 (B&ECPL) 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 B&ECPL will retain and store lost and left behind items for approximately 30 days. In addition, the B&ECPL 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 B&ECPL 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 B&ECPL will dispose of unclaimed items as follows:
  - a. General items will become the property of B&ECPL and may be disposed of or given to a charity as appropriate;
  - b. Books will be placed in the Library's book sale;
  - c. Money will be deposited in the B&ECPL general fund or turned over to the Buffalo Police Department, as appropriate; and
  - d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the Buffalo Police Department.

Adopted July 20, 2017 per Resolution 2017-30.