



AURORA TOWN PUBLIC LIBRARY

Lost and Found Policy

This policy is for application to the Aurora Town Public Library.

The Aurora Town Public Library (ATPL) 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 ATPL will retain and store lost and left behind items for approximately 30 days. In addition, the ATPL 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 ATPL or be turned over to the Village of East Aurora/Town of Aurora Police Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The ATPL will dispose of unclaimed items as follows:
 - a. General items will become the property of ATPL 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 ATPL general fund or turned over to the Village of East Aurora/Town of Aurora 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 Village of East Aurora/Town of Aurora Police Department.

Adopted by the Aurora Town Public Library Board September 26, 2017. To be confirmed Oct. 24, 2017.