

## LOST AND FOUND POLICY – Town of Tonawanda Public Library

The Town of Tonawanda Public 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 Town of Tonawanda Public Library will retain and store lost and left behind items for approximately 30 days. In addition, the Town of Tonawanda Public 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 Town of Tonawanda Public Library or be turned over to the Town of Tonawanda Police Department.

2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.

3. The Town of Tonawanda Public Library will dispose of unclaimed items as follows:

a. General items will become the property of the Town of Tonawanda Public Library 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 Town of Tonawanda Public Library general fund or turned over to the Town of Tonawanda 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 Town of Tonawanda Police Department.

**ADOPTED by the Board of Trustees of the Town of Tonawanda Public Library 11/13/18**

Copy sent to Town of Tonawanda and Village of Kenmore Police Departments