



## **Marilla Free Library Lost and Found Policy**

This policy is for application to the Marilla Free Library.

The Marilla Free 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 Marilla Free Library will retain and store lost and left behind items for approximately 30 days. In addition, the Marilla Free 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 Marilla Free Library or be turned over to the Erie County Sheriff's Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The Marilla Free Library will dispose of unclaimed items as follows:
  - a. General items will become the property of Marilla Free 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 Marilla Free Library general fund or turned over to the Erie County Sheriff's Department, as appropriate; and
  - d. Identification documents and items, including but not limited to, credit cards and wallets, will be turned over to the Erie County Sheriff's Department.

Adopted May 29, 2018

Reviewed November 21, 2023 - no changes