



## ORCHARD PARK PUBLIC LIBRARY

### **Lost and Found Policy**

Orchard Park Public Library is not responsible for any patron's lost or left behind items. Patrons are solely responsible for their own personal property.

As a courtesy to our patrons, the Orchard Park Public Library will retain and store lost and left behind items for approximately 60 days. In addition, the Orchard Park 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. In the event that the rightful owner cannot be located, any lost or left behind item that is still unclaimed after 60 days will become the property of the Orchard Park Public Library or turned over to the Orchard Park Police Department.
2. Perishable or hazardous items such as food and personal care items will be disposed of immediately.
3. The Orchard Park Public Library will dispose of unclaimed items as follows:
  - a.) General items will become the property of the Orchard Park Public Library and may be discarded or given to charity as appropriate;
  - b.) Books will be placed in the Library book sale; library books from area schools will be returned to their respective locations;
  - c.) Money will be deposited in the Orchard Park Public Library general fund or turned over to the Orchard Park Police Department, as appropriate; and
  - d.) Identification documents and items, including but not limited to, credit cards, wallets and driver's licenses, will be turned over to the Orchard Park Police Department.

Adopted 9/20/2022