

## **Lost and Found Policy**

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

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018.  
Confirmed January 16, 2019. Reviewed and re-approved on June 23, 2021. Reviewed and re-approved on October 23, 2024. Reviewed and re-approved on January 21, 2026.