



## **Lost and Found Items Policy**

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### **Lost and Found Items**

Unclaimed items found on the premises of the Naperville Public Library are stored and disposed of in accordance with this policy. Lost and found items will be dated and stored at central sites in all library facilities. Reasonable attempts will be made to reunite the owner with the lost item.

### **Unclaimed Items**

Two weeks after items are found, unclaimed items become library property.

- Unclaimed books and media may be offered for sale or transferred to other institutions.
- Unclaimed currency will be added to the general library fund.
- Unclaimed identification documents and items such as electronic devices, credit cards, and wallets will be forwarded to the Naperville Police Department.
- Other unclaimed items will be disposed of in a manner to be determined by the Executive Director.

Items that are unsafe to handle or that may present a health risk may be discarded immediately using proper safety precautions.

### **Revision History**

Approved 6/6/01; Approved 10/1/03; Approved 9/21/05; Approved 11/15/06; Approved 10/15/08;  
Approved 10/20/10; Approved 11/14/12; Approved 11/19/14; Approved 7/19/17; Approved 9/18/19;  
Approved 10/21/20