

Pikes Peak Library District -- Lost and Found Guidance

Overview: Patrons often leave their property in the Library, then return to attempt to recover it. While the library is not responsible for personal items left in the library, a reasonable attempt will be made to return the lost item to its owner and to hold the particular item for a specified period of time before disposal. This policy provides guidelines for addressing this issue.

Guidelines:

The Security Division within each library serves as a repository of District-wide lost and found items. Reasonable efforts should be made to determine and notify the owner (including phone calls, email, or a letter to the person's last known address, if possible).

Depending on the type of item, the property may be held up to 60 days before disposal. While the retention period and manner of disposal depends on the item, most fall into the following table:

- "Hi-Val" identity items such as wallets, checkbooks, payroll checks, credit/debit cards, drivers licenses, ID cards, etc. – held up to 60 days, then returned to issuing agency or destroyed.
- Other "Hi-Val" items such as cell phones, cameras, portable music players, electronics, jewelry, umbrellas, watches, keys, and medications – also held for 60 days, then donated to a local charity (or, as in the case of medications and keys, destroyed).
- Clothing, eyeglasses, book bags, backpacks, books, and calculators, – held up to 30 days, and then donated to charity.
- Large items, such as bicycles, may be provided to the local CSPD for further disposition after being held for 10 days.
- Hazardous and perishable items may be discarded immediately.
- All unclaimed money will be provided to the nonprofit PPLD Foundation fund after 60 days.

Ownership may be proven by any means which would convince a reasonable person that the claimant is the owner of the property (e.g., recency of claim, detailed description, other personal identification, etc.).

Applicable Department: Administrative Services Division

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