

## Lost and Found Procedure

The library is not responsible for personal items.

If identifiable items are discovered in the library before closing, please page the owner using their first name and the initial letter of their last name, "Is Molly G. in the library. Please come to the Circulation Desk."

Please label item put in the lost and found with your initials, the date and location found, and if any attempt has been made to contact the owner.

Unclaimed items in the lost and found will be given to the person verbally identifying themselves as the owner of the item to library staff.

Perishable items will be disposed of immediately.

Lost and Found items will be dated and stored for a period of 14 days. Reasonable attempts will be made to contact the owner to the extent that ownership is known.

Items not claimed within 14 days will be donated to the library foundation, Goodwill or discarded at the discretion of library staff.

The Foundation Drawer, the drawer under the Foundation iPad, is now also the Lost and Found drawer. Items that should go in the drawer, which is locked with the tree key, are cash, cell phones, credit/debit cards, gift cards, tablets, or other small valuables (worth more than \$25) that we used to put in the locked money cabinet.

There is a sheet in the drawer. Please fill it out completely, so we are aware of what is in the drawer, where it was found, if we know the owner's identity and if the owner has been contacted and how the owner was contacted. If you contact the owner and get ahold of them, please let them know that we can keep items in the drawer for one week.

If items in the drawer have not been picked up in two weeks, we will turn it in to the Johnston Police Department or mail to the issuing agency. Cash valued less than \$25 will be donated to the Johnston Library Foundation after two weeks.