

RACINE PUBLIC LIBRARY

Lost and Found Procedure

The Library is not responsible for personal items left in the library by patrons. All unclaimed items found on the premises of the Racine Public Library are disposed of in accordance with the following guidelines:

- Lost and found items will be dated and stored for a period of 10 days at central sites in all library facilities. Reasonable attempts will be made to contact the owners to reclaim their lost items.
- If the owner of a Lost and Found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.
- Hazardous, perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.
- Clothing and bags with odors that disrupt use of library facilities or collections will be disposed of immediately.
- Unclaimed identification documents and items, including credit cards, will be destroyed.
- All other items, if not claimed in a timely manner, are disposed of by being discarded, turned over to the Police or Sheriff's Department, or donated to charity, as appropriate.

Adopted by the Library Board October 13, 2016.