

Racine Public Library Lost and Found Procedures

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

1. Lost and found items will be dated and stored for a period of ten days. Reasonable attempts will be made to contact the owners to reclaim their lost items.
2. 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.
3. Hazardous, perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.
4. Unclaimed identification documents and items, including credit cards, will be kept locked in the Library's safe for ten days. After ten days, the items will be destroyed.
5. 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.

Approved by: RPL Board of Trustees

Approved Date: June 16th, 2022 (*October 13th, 2016*)

Review Schedule: Annual

Next Review Date: June 2023