



## Unattended and Forgotten Item Procedure

Mentor Public Library is not responsible for the security of personal items brought into the library. Lost or unclaimed items are managed in accordance with the following guidelines.

- **Perishable items** such as, but not limited to: food, baby bottles, beverage containers, and personal care items will be disposed of immediately.
- **Identification documents** such as, but not limited to: driver's licenses, credit cards, wallets, laptops, and cell phones will be forwarded to the Mentor Police Department after 7 days.
- **Documents** left in the library copy machines and scanners will be kept for 7 days before being shredded.
- **Flash drives** left in the library will be held for 14 days. Due to patron privacy, library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be wiped and discarded.
- **Other lost and found items** will be dated and stored for a period of 14 days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within 14 days become Library property. Unclaimed items will then be donated to charity, considered a donation to the library, or discarded. Unclaimed currency or equivalent will be added to the library's General Fund.

If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.