



## Lost and Found Policy

The library is not responsible for personal books, e-readers, MP3 players, DVDs, CDs, flashdrives, etc., accidentally returned to the library in our book drops.

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

- When an item has been found in, or on, the Library Facility/grounds it is taken to the Main Circulation Desk and given to a staff worker.
- Hazardous and perishable items are discarded immediately. Items such as food, personal care, baby bottles, or water bottles will be disposed of immediately.
- Lost and found items, other than those which are hazardous or perishable, are dated and stored for a period of 30 days.
- Each item is inspected for external identification. If not found, further internal inspection will be conducted. If possible, an attempt will be made to contact the owner of the item. If and when the owner is located, unless staff knows the owner by sight, the owner must provide identification to pick up the item.
- If the owner of a Lost and Found item cannot be determined or if the owner's name is not known, if he/she visits the library and satisfactorily describes the item, the item will be returned to its owner.
- If an item is estimated to have a value of \$100.00 or less, the item is placed in the Lost and Found box located at the Main Circulation Desk. If the estimated value of the item is in excess of \$100.00 it is given to the Library Director for temporary storage.
- Unclaimed identification documents and items, including credit cards, ID cards, bills, and any other paper containing personal information will be shredded or cut up.
- Books belonging to the Churchville-Chili Central School District are dropped off at Chestnut Ridge Elementary School. All other school library books are sent in delivery to the Central Library Shipping Department, which in turn delivers the items back to the owning library.
- All other items, if not claimed in 30 days are disposed of by being discarded, turned over to the Police or Sheriff's Department, or donated to charity.