

# **Poplar Bluff Municipal Library District**

## **Lost and Found Policies and Procedures**

**September 2018**

**Approved September 10, 2018**

All Lost and Found items go to the main desk. The Floor Librarian places credit cards, cash, USB drives, and other items deemed to have value into an envelope with date, contents description, location found, and staff initials written on the outside. These items are put into the safe. On the first of the month, credit cards and driver's licenses in safe for more than 30 days are shredded. USB drives are destroyed. If ownership can be determined by name such as found on driver's license, credit cards, ID's, one attempt may be made to call the owner if telephone number can be determined. No further action is required of the floor librarian. Cash is entered as other gifts and donation in the cash drawer after 30 days. Jewelry is turned into the Police Station with a police report after 30 days.

All other items are put into the bins located on the Main Street side of the main desk. These drawers are emptied every 30 days.

- Clothing is placed in a plastic bag and put into bins. Every 30 days these items may be trashed or taken to the Rescue Mission depending upon condition.
- Electronic devices are turned over to the police after 30 days.

Items left in the parking lot or Sensory Garden go directly to the dumpster unless the Director, Assistant Director, or Facilities Coordinator believe that these items need to be turned over to law enforcement.

Disposal of Lost and Found is managed by the Director, Assistant Director, and/or Facilities Coordinator.