

Patrons who visit the East Longmeadow Public Library are responsible for their personal belongings. As a courtesy, the Library will hold some lost and found items that are found by or given to Library Staff. This policy outlines Library Staff's response to lost and found items within the library, on library grounds, or at outreach locations.

**LOST ITEMS:**

- Library Staff will perform a reasonable search for items reported lost by patrons, including checking the Library's designated lost and found storage areas for any items matching the description provided.
- Patrons are encouraged to check in periodically in case an item has been found and Library Staff cannot determine the owner.

**FOUND ITEMS:**

- Found items collected by Library Staff will be dated and stored in the designated lost and found storage areas for up to 14 days, with the following exceptions:
  - Wet, dirty, unidentifiable, or perishable items such as food, beverage containers, and personal care items will be disposed of immediately.
  - Documents with identifiable information left in the copier, inside library books or other circulating materials, on tables, or in other public spaces will be shredded.
- Personal items such as wallets, identification cards, keys, bags, laptops, jewelry, musical instruments, and mobile phones may be stored in a secure location.
- Reasonable attempts will be made to contact the owner to reclaim their lost item.

**UNCLAIMED ITEMS:**

Items not claimed within 14 days will be discarded, donated, or recycled, as determined by the Library Director or designee.

The "Lost and Found Policy" is subject to review and amendment by the Board of Library Trustees.

*Approved by the Board of Library Trustees February, 2025*