

# Pine River Public Library District

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### Lost and Found Policy

The Pine River Library is not responsible for any patron's items left behind in the library. Patrons are solely responsible for their own property. All items turned into the staff will be placed in the Library's Lost and Found, which is located in the staff area of the library. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the property if said property contains sufficient identifying information. To ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification.

### Electronics:

The Library recognizes that flash drives or other electronics might contain sensitive and/or personal information.

- The Library may or may not attempt to access the device in order to locate the owner's contact information.
- After 60 days the items will be properly disposed of to protect the owner's privacy.

### Disposing of Items:

Items are held for 60 days (unless perishable) and then appropriately disposed of.

*Approved by the Board, June 2017*

*Reviewed by the Board of Trustees, October 2022*

*Approved by the Board of Trustees, November 2022*