



Denton Public Library Lost & Found Items Policy

The Denton Public Library is not responsible for any patron's lost or left behind items. Customers are solely responsible for their own property. All unclaimed items or found items turned into the staff will be placed in the City of Denton Library branch's designated Lost and Found area. As a courtesy, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

The Library is not responsible for unattended items that are mistaken as lost items. It is the responsibility of the owner to stay in sight of and keep track of all personal belongings.

To claim a lost item, the patron must satisfactorily describe it to the Library staff member and say what day the item was likely left in the Library. This will ensure that items with similar physical characteristics are not given to the wrong person.

When the Library staff deems it appropriate, ~~to claim certain items such as credit/debit cards or personal documents~~, owners may be asked to present a valid form of photo identification matching that of the item in question [to claim certain items such as credit/debit cards or personal documents](#).

Unclaimed money or items over \$50 will be disposed of according to the City of Denton Cash Management Procedures 403.01

1. **Cash under \$50** shall be deposited in the daily deposit noting the circumstances of the found money.
 - a. The amount of found money will be noted on the G/L revenue report as cash overage.
 - b. If owner comes forward after deposit has been made, a refund check will be processed to return funds to the owner.

2. **Cash or items valued over \$50** shall be turned over to the police department by completing a police report to be handled by the police according to state law.
 - a. Complete a police report by calling the non-emergency line at (940) 349-8181.
 - b. Place money or small items in an envelope labeled with date found, value, and police report number in a locked safe.

- c. Items and money over \$50 will be tracked in a log maintained by a designated staff member in the branch circulation department.
- d. If owner comes forward after money and items is given to police, the owner will be directed to the police department.

Lost and found items under \$50 will be dated and stored in the Lost and Found area at the branches for a period of 2 weeks. After this 2-week period, all unclaimed items become property of the City of Denton at which time the Library staff will decide the appropriate method of disposal. Unclaimed items could then be donated to charity or discarded. Library staff do not log or track lost and found items that have an estimated value of under \$50.00.

Hazardous, soiled and perishable items will be discarded immediately. This includes items such as food, baby bottles, beverage containers and personal care materials.

Flash drives left in the library will be held for 14 days. Due to patron privacy and for the safety of City of Denton equipment, the library staff will not access data saved on flash drives to determine ownership. After 14 days, a ticket can be opened with TS to receive guidance on disposal.

Documents left in library copy machines and scanners will be kept for 14 days then shredded. If the documents appear to have significant value, such as a social security card or original birth certification they should be sent to the City of Denton Police Department following the steps for items valued over \$50.

Unclaimed Books left in the library will be held for 14 days. They will be treated as donations and either given Friend of the Denton Public Library for possible use in the annual book sale or disposed.

The Library staff should not take the contact information of anyone who is looking for a lost item and thinks it might be found at the Library. The owner of the lost item is encouraged to check back periodically in case the item has been found.

The person who turned in the item will have no claim at any point to the item if the owner is not located.

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