

Montgomery County Memorial Library System Lost and Found Policy Overview

Policy Statement

Montgomery County Memorial Library System understands that items may be misplaced from time to time. The purpose of this policy is to provide a uniform process for the storage and disposal of lost and found or unclaimed items found in or on the library premises.

1. The Library is not liable for any items that are lost or found in the library.
2. All lost and found items or unclaimed items will be dated and stored in the branch's circulation department.
3. Reasonable attempts will be made to contact the owners to reclaim their lost items if identification is available.
4. On the first day of each month, all unclaimed items, including money, will become the property of Montgomery County and the Library System.
5. Any items that pose a potential health threat may be disposed of immediately. Potential health threats include items that are damp or mildewed, food items, personal hygiene items and items that are bug infested.
6. Illegal drugs should be reported to the Branch Manager or Department Head, who will complete an Incident Report. Disposition of drugs or drug related items will be determined in consultation with Library Administration and/or with the advice of law enforcement. If any library materials have been affected, they should be withdrawn.

Document Review Dates

Document Name	Lost Items Policy
Policy Basis	Resolution and Order-Donation of Library Lost and Found Items to Charity
Effective Date	October 25 2010
Approved By	Montgomery County Commissioner's Court
Reviewed By	Administrative Leadership Team (ALT)
MCMLS Operational Category	Customer Services CUS-4
Former Policy Manual Reference	