

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.20
ORIGINAL DATE:	09/09/09
BOLT Resolution #:	09-81
REVISED DATE:	
PAGE:	1

SUBJECT: UNCLAIMED PROPERTY AND LOST & FOUND POLICY

I. PURPOSE

The purpose of this Administrative Regulation is to establish policies and procedures for the retention and disposal of unclaimed lost and found items in the Library.

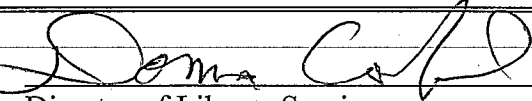
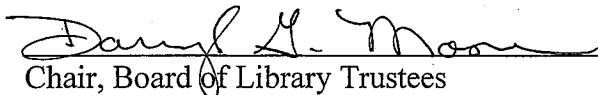
II. POLICY

The Library is not responsible for the security of any personal items brought in to the Library. Patrons are expected to keep their belongings, especially valuables such as wallets, purses, cell phones, and laptops, within their sight at all times.

The Supervising Librarian for each of the four branch locations, and the Circulation Services Manager at the Central Branch, shall be the primary contacts for inquiries regarding lost and abandoned property found in the Library. Upon discovery of lost property, Library staff should first attempt to contact the owner when there is a name, telephone number, or address associated with the property. Property found by Library staff or turned over to staff by a patron should be promptly brought to the attention of the Supervising Librarian or Circulation Services Manager to be placed in a secure location.

Most unclaimed property will be retained in a secure location at the Library for a minimum of 90 days. Items that are not claimed after 90 days will be disposed of. Means of disposal may include recycling or donation to nonprofit, charitable, or official Library support organizations. Any item with an estimated value in excess of \$100 will be logged by date and time found and description, retained in a secure location for 10 days, and if unclaimed, transferred to the Berkeley Police Department as found property. The Berkeley Police Department will retain the property, and if unclaimed after 90 days, will eventually auction it.

Hazardous or perishable items will be disposed of immediately.

Reviewed by: 	<u>10-14-09</u>
Director of Library Services	Date
Approved by: 	<u>10-14-2009</u>
Chair, Board of Library Trustees	Date

