

PRESCOTT VALLEY PUBLIC LIBRARY

LOST AND FOUND POLICY

As set forth in the Prescott Valley Town Facilities Use Policy, No. 1-07, the Library expressly assumes no responsibility for articles lost or stolen during scheduled events or during other occupancy or use of the Library.

Items found in the Library which appear to be lost personal items of patrons are placed in designated locations at the Information Desk.

In administering such items, Library staff shall endeavor to be guided by the following considerations:

- Where possible, wallets, personal electronic devices, jewelry or similar items of value will be kept in a secure cabinet.
- Where items have indications of identification on them, staff will make reasonable attempts to identify and notify owners that the item is being held.
- Items not retrieved from the Information desk within a 30-day period will be turned over to the Town and handled in accordance with the Prescott Valley Disposition of Unclaimed Money and Property Policy, No. 1-06.
- For lost Library cards, staff will make reasonable attempts to identify and notify owners that the card is at the Information desk. Staff will also make a note on the cardholder's account.

Adopted: May 4, 2010
Revised and Adopted: August 6, 2019