

Lost Property Policy

Lost personal property, including clothing, glasses and toys

- For named lost property with correct contact information the owner will be notified. The owner then has 14 days to collect it. If the owner requests the item be posted a pre-paid addressed courier bag should be supplied.
- Items unclaimed after 14 days will be donated to charity - in general this is irrespective of value.
- However unclaimed items such as large sums of money, bank cards, jewellery or sets of keys may be passed to the Police station.

Uncollected printing or documents left in the photocopier or library

- Papers uncollected within 14 days will be recycled.
- Papers with personal information will be shredded, to protect privacy.

Electronic gear, such as cords, flash drives and plugs

- Electronic gear unclaimed after 14 days will be disposed of or donated to charity.
- Flash drives will be disposed of or donated to charity, in the latter case files will be deleted to protect privacy.

Unclaimed books or other items in library-suitable format

- For a named personal book with correct contact information the owner will be notified. The owner then has 14 days to collect it.
- An unidentified personal book unclaimed after 28 days will be assessed for its value to the library collection. If taken into the library collection it then becomes library property.
- If the library does not want the book it will be sold or donated to charity.