

Lost Property Policy 2017

Lost personal property, including clothing, glasses and toys

- Lost property will be returned to the owner in person, or by post on receipt of a pre-paid addressed courier bag.
- Unclaimed items will, irrespective of value, be donated to charity after 14 days.

Uncollected printing or documents left in the photocopier

- If uncollected within 14 days papers 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 made available for another customer or donated to charity.
- Flash drives will have files deleted prior to donation, to protect privacy.

Unclaimed books or other items in library-suitable format

- If identifiable all practical steps will be taken to advise the owner.
- If unidentified and remaining unclaimed after 28 days an item will be assessed for its value to the library collection.
- If it is taken into the library collection it then becomes library property.
- If the library does not want the item it will be sold along with the library sale books or donated to charity.