

Lost Property Policy

Lost personal property, including clothing, eye glasses and toys

- For named lost property with correct contact information every effort will be made to notify the owner, who will then have 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 disposed of or donated to charity. In general this is irrespective of value.
- Unclaimed items that may be of substantial financial or personal value, such as sums of money, mobile phones, other electronic devices, jewellery, passports or sets of keys may be passed to the Police station.
- Bank and other personal cards will be cut and disposed of after 14 days.

Uncollected printing or documents left in the photocopier or library

- Papers uncollected within 14 days will be disposed of.
- Papers with identifiable personal information will be shredded to protect the person's 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. When donated to charity every attempt to delete files will be made 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 it is added to the library collection it then becomes library property.
 - If the library does not want the book it will be sold as part of the library's book sale or donated to charity.

GORE DISTRICT
LIBRARIES

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