



STANDARD OPERATING PROCEDURES

DATE: December 1, 2015
LEAD DEPARTMENT: Library
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Library Lost & Found

PURPOSE: Library customers often leave their items behind in the Library. This policy allows a reasonable amount of time for customers to collect their items, while accounting for a minimal amount of storage space in the Library

SCOPE This policy applies to all material objects left behind or unattended in the Library.

POLICY Items left unattended in the Los Gatos Library will be collected. Items valued over \$100 will be turned over to the Los Gatos Monte Sereno Police Department to be booked as found property. Items of lesser value will be stored in the Lost and Found bin in the Library Staff Area for 30 days.

PROCEDURES

1. Items left unattended in the Library will be collected and assessed for any identifying information
2. Staff will make an attempt to contact the owner of any clearly identifiable objects in order to return the item to its owner
3. Items with no identifiable information that are deemed to be valued over \$100 will be booked as found property with the Los Gatos Monte Sereno Police Department
4. Items with no identifiable information of lesser value will be stored for 30 days in the Lost and Found bin in the staff area of the Library
5. Customers may describe an object and staff will check the bin and return any found objects to their owner
6. Items with no identifiable information of lesser value than \$100 will be donated to a local charity after 30 days.