

Lost and Found Policy

The Circulation Department of the Library is the central location for lost and found items. Lost and found items will be dated and stored in the Circulation Department in the appropriate lost and found location (crate, file drawer, or safe).

- A. Lost and found items will be dated. Reasonable attempts will be made to contact the owners to reclaim their lost items. If the owner of the lost and found items visits the library and satisfactorily identifies the item, the item will be returned to the owner.
- B. Items not claimed within four weeks become library property. Unclaimed books will be sold at the [book sale](#), added to the collection or disposed of. Unclaimed money will be donated to the [Friends of the Bozeman Public Library](#). Clothing will be disposed of, or donated to a charity as appropriate.
- C. Precious items (gold, jewelries, watches, phones, electronic devices, accessories including credit cards, check books and wallets) will be turned over to the Bozeman Police Department.
- D. Used items such as food, personal care, baby bottles or water bottles etc. will be disposed of immediately.
- E. Bicycles that are chained to the bike rack for longer than five days will be removed and turned over to the Bozeman Police Department.
- F. Suspicious or banned substances will be turned over to the Bozeman Police Department.
- G. Other unclaimed items will be disposed of in a manner to be determined by the Library Director.

The Library is not responsible for personal belongings left unattended anywhere on Library property. Personal items left by patrons are subject to disposal.

Adopted April 20, 2011