

# Prince George Public Library

## Lost and Found Guidelines

- The library is not responsible for Items lost or left behind by library visitors. Library patrons should avoid leaving personal items unattended in the library.
- If the owner of a Lost and Found item satisfactorily describes/identifies the lost item, the item will be returned to its owner.
- Perishable items such as food & drinks, personal care items, and earbuds will be disposed of immediately and not stored in the Lost and Found.
- The Lost and Found service is intended only for items found within the library facility. Staff will not store items discovered outside the facility in the Lost and Found.
- Lost and Found items will be dated and retained for no longer than fourteen (14) days. Due to space limitations, oversized items that are too large for storage may not be kept for the full 14 days. Reasonable attempts will be made to contact the owner of a lost item, to the extent ownership is possible to establish. Items not claimed become Library property.
- Unclaimed items may be donated to charity or discarded.
- Certain types of property, including unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones will be forwarded to the RCMP.
- Flash/USB drives and other computer storage devices left in the library will be held for 14 days. To protect patron privacy, library staff will not access data stored on flash drives to attempt to determine ownership. After 14 days, unclaimed computer storage devices will be destroyed.
- After 14 days, unclaimed books and media will be donated to the Friends of the Prince George Public Library.
- After 14 days, unclaimed money will be deposited as an anonymous donation to the Prince George Public Library.