



JOHNSON COUNTY
PUBLIC LIBRARY

PROCEDURE FOR THE RETENTION AND DISPOSAL OF PROPERTY FOUND AT THE LIBRARY

The Branch Manager and the Circulation Manager at each branch will be the primary contacts for inquiries regarding property found in the Library.

Upon discovery of property, Library staff should attempt to contact the owner when there is a name, telephone number, or address associated with the property.

Items with an estimated value less than \$50 will be retained at the Branch for a minimum of 30 days. Items not claimed will be recycled or donated to a nonprofit or charitable organization at the discretion of the Branch Manager.

Items with an estimated value in excess of \$50 will be logged by date/time found and initialed by the employee. The Branch Manager or the Circulation Manager will notify JCPL's Finance Department that a valuable item has been found. Valuable items will be retained in a secure location at the Branch for 10 days. After 10 days the Branch Manager will contact the appropriate police agency to file a report and transfer the unclaimed item as found property.

ID cards, credit cards, bills, and other paper containing personal information will be shred after 30 days if not claimed.

Hazardous and perishable items will be properly discarded immediately.

Data Storage Devices left by patrons will be held at the reference desks. Procedures for labeling, retention and disposal will be the responsibility of the branch personnel.

JCPL Cards left at the library will be held at the circulation desks. Procedures for labeling, both the card and the patron's record, and patron notification will be the responsibility of the Circulation Managers. Unclaimed JCPL library cards will be shred after 6 months.

Found cash

\$5 or less is considered a donation to the Library. It should immediately be deposited into the cash drawer and run through the register as a donation.

Cash over \$5 should be handled as follows:

- ◆ Immediately place the cash in a library business envelope.
- ◆ Note the time/date found, location found, and denomination of the cash on the outside of the envelope.
- ◆ Have the staff member who found the money sign and date the outside of the envelope.
- ◆ Seal the envelope and place it in a secure location.
- ◆ If not claimed within 10 days, the unopened envelope should be sent to JCPL Finance.
- ◆ If claimed, have the claimant verify the amount and denomination, sign, date, print their name and the contact phone number on the outside of the envelope. Have the staff member handling the transaction initial and date the envelope. Send the empty envelope to JCPL Finance.