

3.12 Lost & Found

Adopted: January 20, 2016

Approved: January 16, 2019; September 23, 2022; June 18, 2025

POLICY:

It is the mission of the Council Bluffs Public Library to provide our community access to enrichment, connection, and discovery. The library manages unclaimed materials according to the following guidelines:

Items or money found within the library facility or on library property, with the exception of perishable items, will be treated with the assumption that the original owner will return to claim the lost item. If the owner of lost items can be identified, efforts will be made to contact the person.

- Items including unclaimed identification documents, driver's licenses, credit cards, wallets, electronic devices, or similar items will be forwarded to the Council Bluffs Police Department as soon as possible.
- Unclaimed wheeled conveyances and other similar items will also be forwarded to the Council Bluffs Police Department, donated, or discarded as soon as possible.
- Hazardous or perishable items will be discarded immediately.
- Items that remain unclaimed after 30 days will be discarded, recycled or donated at the discretion of the staff.
 - Any money that remains unclaimed after 30 days will be donated to the Council Bluffs Public Library.
 - Any books and materials that remain unclaimed after 30 days will be donated to the Friends of the Council Bluffs Public Library.
 - Due to patron privacy and security, flash drives left at the library will not be accessed to determine ownership and will be disposed of after 30 days.