

### **3.12 Lost & Found**

Adopted: January 20, 2016

Approved: January 16, 2019

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- 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 that remain unclaimed after 30 days will be discarded, recycled or donated at the discretion of the staff. Perishable items will be discarded immediately. Any money that remains unclaimed after 30 days will be donated to the Council Bluffs Public Library Foundation.