

POL-LIB-2017-08	Issue No: 1.0	October 27, 2016
Prepared By: Elise Vidal	Page 1 of 2	Approved By: <i>Renee Payne-Frankel</i>
Lost and Found Policy		

PURPOSE:

Thomas Branigan Memorial Library’s (TBML) mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The purpose of this policy is to establish guidelines for the retention and disposal of unclaimed lost and found items in the library.

Policy:

TBML is not responsible for lost, stolen, or abandoned personal items at the library. Patrons are expected to keep their personal belongings especially valuables such as wallets, purses, cell phones, book bags, briefcases, and laptops within their sight at all times.

1. Lost and Found items:

- a. The Circulation Department of the Library is the central location for lost and found items.
- b. Items not claimed within 30 days become library property.
- c. Unclaimed books will be sold at the Friends of Thomas Branigan Memorial Library book sale, added to the collection, or disposed of.
- d. Unclaimed money will be donated to the Friends of the Thomas Branigan Memorial Library.
- e. Before an item is released, the patron must give a detailed description matching the item in the lost and found.
- f. Suspicious or banned substances will be turned over to the City of Las Cruces Police Department.
- g. Used items, such as food, personal care, baby bottles or water bottles, etc., will be disposed of immediately.
- h. Bicycles that are chained to the bike rack longer than five days will be removed and turned over to the City of Las Cruces Police Department.

2. Stolen Items:

Patron is asked to file a Police Report.

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UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Assistant Senior Kelly Miller	Title: Library Assistant Ryan Roy
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board, Member Sharon Shoemaker
Title: Library Advisory Board, Member Elsie Ramirez	