

PERSONAL PROPERTY POLICY



Patrons are responsible for personal items left unattended in the library or on library property. Cars should be locked and valuable items hidden from view. The library cannot be responsible for loss of any unattended personal item.

Bicycles must be parked only at the bike racks provided at the front of the library and we recommend that they be locked for safety. Bicycles may not be parked on public walkways, planters, or brought inside the library. Patrons may check out bike locks at the circulation desk during regular business hours. Locks must be returned to the circulation desk by closing time. Patrons must sign a waiver and leave a deposit (license, credit card, school ID) in order to check out a bike lock. The library is not liable for the theft of a bike while a library bike lock is in use. Bike locks are a courtesy provided to our patrons.

LOST AND FOUND

As a courtesy, the library will retain found items for 30 days. The library will make a reasonable attempt to determine and contact the rightful owner of a given item so that the owner can reclaim it, but only if there is identifying information readily apparent on the item. If the library is unable to contact the individual, such items will be disposed of safely (e.g. shredded) after 30 days.

Patrons may leave their name, contact information, and a description of a lost item with the library so they can be notified if their item is found. The library cannot guarantee that any lost items will be found. To claim a lost item, the patron must satisfactorily describe it to a library staff member.

Personal items left unattended may be picked up by staff for appropriate action at any time. The library will use the following guidelines for unattended and found items:

- The library will contact the police immediately regarding any suspicious items.
- Perishable items, such as food and beverage, personal care items, or hazardous items will be disposed of immediately.
- Flash drives lost in the library will be disposed of safely if they are not claimed within 30 days. For security and privacy reasons, library staff will not access saved data on flash drives to determine ownership.
- Lost items of high value (over \$100 in value) such as cameras, phones, laptops, purses, jewelry, etc. will be kept in a secure location at the library.
- After 30 days, items will be considered either a donation to the library, disposed of safely, or donated to a local organization or charity.
- Found cash will be retained for 30 days, and if not claimed, will be given to the Greenwood Library Foundation for deposit as a donation.
- The library is not responsible or liable if lost items are claimed by someone other than the rightful owner.

Approved by GPL Board of Trustees

8/12/2025

Date