

# Lost & Found Policy

As a courtesy to patrons, the Weymouth Public Libraries will hold lost items that are found by or given to library staff. Items that are obviously valuable or may contain private or personal information (such as cell phones, digital storage devices, etc.) will be held at the Main Circulation Desk until a patron presents photo ID to retrieve them. These personal items will be dated, and anything not claimed within three months will be disposed of, with care taken to remove any private or personal data. All other items will be put in the lost and found bin and discarded if not claimed within two weeks.

Library staff will try to identify and contact the owner of found items, whenever possible, and to assist in locating lost items to the best of our ability. However, patrons are encouraged to check back periodically in case an item has been found and staff cannot determine the owner.

*Approved by the Weymouth Public Libraries Board of Trustees on January 15, 2020*