

Middleton Public Library

POLICIES FOR MISCELLANEOUS LIBRARY OPERATIONS

I Lost and Found

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- (A) Personal property is the responsibility of the individual patron. The library is not responsible for lost or stolen items.
- (B) Lost items found in or around the library are held at the circulation desk for two weeks. Whenever possible, every effort is made to return found items to their owners.
- (C) Lost items of value will be stored in a restricted area. The claimant must provide an accurate description of an item before it is returned.
- (D) Unclaimed property is disposed of according to established guidelines. The following examples do not comprise a comprehensive list.
 - 1. Books and audiovisual materials may be added to the library's collection or donated to the Friends of the Library's book sale.
 - 2. Clothing is donated to the appropriate charitable organization.
 - 3. Money is deposited in the library's gift account.
 - 4. Photographs, notebooks, bookmarks, and other personal or miscellaneous belongings are recycled or put in the trash.

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