

ITEM NUMBER: 7.66
CHAPTER 7: Administrative
Management
Policy
CODE:

Title:	Lost and Unattended Items Policy
Effective Date:	7-2023
Authorized By:	Library Board of Trustees/Library Director
Date of Last Revision:	7-2023

The Marathon County Public Library is not responsible for personal belongings left unattended anywhere on library property. An item is considered unattended if it has been left without a visible owner for two or more consecutive hours in one location on library property. Patrons are solely responsible for their own property and must remain with their belongings.

As a courtesy to our patrons, the Marathon County Public Library will make a reasonable attempt to determine and contact the rightful owner of lost items found inside library. If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned. If an owner cannot be identified, found items will be processed as described below:

- Items of higher value (jewelry, wallets, IDs, phones, or other items presumed to be valued at \$25.00 or more) will be managed in accordance with Wisconsin State Statute 170.105.
- Unclaimed money will be kept securely for 90 days and then donated to the Friends of the Marathon County Public Library.
- Items of lesser value (clothing, reusable water bottles, umbrellas, etc.) will be disposed of or donated to a charity after 7 days.
- Unclaimed personal books will be given to the Friends of the Marathon County Public Library after 7 days.
- Suspicious or prohibited items will be turned over to the local police immediately.
- Perishable and personal care items will be disposed of immediately.
- Unattended items found outside the library (bags, backpacks, etc.) will be disposed of at staff discretion or turned over to the local police.
- Bicycles that are chained to a bike rack for longer than 7 days will be removed and turned over to the local police.
- Items that do not fit in these categories will be assessed on a discretionary basis.