

# **Orange County Library System Lost & Found Policy**

Personal items found by Library staff and patrons shall be handled in accordance with this policy.

## **Personal Items With a Value of \$200 or More**

Items will be kept for 90 days. If still unclaimed, Florida Statute Chapter 705 requires that items of intrinsic value, which for this policy has been defined as being worth \$200 or more, shall be turned over to the local law enforcement agency. If the item is not claimed from the Law Enforcement Agency within 90 days, it becomes the property of the Library. Each lost and found item in this category shall be documented in a log at each facility. Examples of items in this category include:

- Palm Pilots
- Lap Top Computers
- Jewelry
- Other Similar, Related Items

## **Personal Items With a Value Less Than \$200**

Items will be kept for 90 days. Examples of items in this category include:

- Cell Phones
- Keys
- Glasses
- Calculators
- Other Similar, Related Items

## **Debit/Credit Cards, Driver's License and Similar Cards**

A reasonable attempt will be made to contact the owner of such items. The items will be held for 90 days, after which staff will follow instructions on back of the cards to dispose of the item.

## **Unattended Personal Items**

Any item which may be a health, safety, or security concern will be discarded.

## **Claiming Items**

Before each lost and found item is returned, a patron must give a detailed description and staff must verify the description matches the item in lost and found.