

Berkeley Public Library

Lost and Found Policy

The Berkeley Public Library is not responsible for the security of personal items brought into the library, nor is it responsible for theft or damage to vehicles, bicycles or personal property while on the premises.

Lost and unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food, baby bottles, beverage containers and personal care items will be disposed of immediately.
- Lost and Found items will be dated and stored for a period of 30 days. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within 30 days become Library property. Unclaimed items will then be donated to charity or discarded.
- Certain types of personal or valuable property, including, but not limited to, unclaimed identification documents, driver's licenses, credit cards, wallets, laptops, and cell phones will not be donated or discarded but shall be forwarded to the Berkeley Police.
- Flash drives left in the library will only be held for 14 days. Due to patron privacy library staff will not access data saved on flash drives to determine ownership. After 14 days, flash drives will be destroyed and discarded.
- Documents left in library copy machines and scanners will only be kept for 7 days then shredded.
- Unclaimed books left in the library will only be held for 14 days, then will be given to the Berkeley Public Library Friends Group for use in their bi-annual book sale.

Approved by the Berkeley Public Library Board of Trustees May 24, 2023.